

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05



CHILD CARE AND DEVELOPMENT FUND PLAN FOR FFY 2004-2005

This Plan describes the CCDF program to be conducted by the State for the period 10/1/03 – 9/30/05. As provided for in the applicable statutes and regulations, the Lead Agency has the flexibility to modify this program at any time, including changing the options selected or described herein.

The official text of the applicable laws and regulations govern, and the Lead Agency acknowledges its responsibility to adhere to them regardless of the fact that, for purposes of simplicity and clarity, the specific provisions printed herein are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text.

Public reporting burden for this collection of information is estimated to average 162.57 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(Form ACF 118 Approved OMB Number: 0970-0114 expires 02-29-2004)

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DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

TABLE OF CONTENTS

AMENDMENTS LOG

PART 1 ADMINISTRATION

PART 2 DEVELOPING THE CHILD CARE PROGRAM

Section 2.1 - Consultation and Results of Coordination

Section 2.2 - Public Hearing Process

Section 2.3 - Public-Private Partnerships

PART 3 CHILD CARE SERVICES OFFERED

Section 3.1 - Description of Child Care Services

Section 3.2 - Payment Rates for Child Care

Section 3.3 - Eligibility Criteria for Child Care

Section 3.4 - Priorities for Serving Children and Families

Section 3.5 - Sliding Fee Scale for Child Care Services

Section 3.6 - Certificate Payment System

PART 4 PROCESSES WITH PARENTS

PART 5 ACTIVITIES & SERVICES TO IMPROVE THE QUALITY AND AVAILABILITY OF CHILD CARE

Section 5.1 - Quality Earmarks and Set-Aside

Section 5.2 - *Good Start, Grow Smart* Planning & Development

PART 6 HEALTH AND SAFETY REQUIREMENTS FOR PROVIDERS (50 States & District of Columbia only)

Section 6.1 - Health and Safety Requirements for Center-based
providers

Section 6.2 - Health and Safety Requirements for Group Home
providers

Section 6.3 - Health and Safety Requirements for Family providers

Section 6.4 - Health and Safety Requirements for In-Home providers

Section 6.5 - Exemptions to Health and Safety Requirements

Section 6.6 - Enforcement of Health and Safety Requirements

Section 6.7 - Exemptions from Immunization Requirements

PART 7 HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES

APPENDIX 1 -- PROGRAM ASSURANCES & CERTIFICATIONS

APPENDIX 2 -- ELIGIBILITY AND PRIORITY TERMINOLOGY

APPENDIX 3 -- ADDITIONAL CERTIFICATIONS (on file - not included here)

REQUIRED ATTACHMENTS

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

AMENDMENTS LOG

Child Care and Development Services Plan for
For the period: 10/1/03 -- 9/30/05

SECTION AMENDED	EFFECTIVE/ PROPOSED EFFECTIVE DATE	DATE SUBMITTED TO ACF	DATE APPROVED BY ACF

Instructions:

- 1) Lead Agency completes the first 3 columns and sends a photocopy of this Log (showing the latest amendment sent to ACF) and the amended section(s) to the ACF Regional contact. A copy of the Log, showing the latest amendment pending in ACF, is retained in the Lead Agency's Plan.
- 2) ACF completes column 4 and returns a photocopy of the Log to the grantee.
- 3) The Lead Agency replaces this page in the Plan with the copy of the Log received from ACF showing the approval date.

Note: This process depends on repeated subsequent use of the same Log page over the life of the Plan. At any time the Log should reflect all amendments, both approved and pending in ACF. The Lead Agency is advised to retain those "old" plan pages that are superseded by amendments in a separate appendix to its Plan.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

PART 1 -- ADMINISTRATION

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E)

1.1 Lead Agency Information (as designated by State chief executive officer)

Name of Lead Agency: Department of Social Services

Address of Lead Agency: P.O. Box 1527 Jefferson City, MO 65102-1527

Name and Title of the Lead Agency's Chief Executive Officer:

Steven Roling, Director

Phone & Fax Numbers: 573-751-4815, 573-751-3203

1.2 State Child Care (CCDF) Contact Information (day-to-day contact)

Name and Title of the State Child Care Contact (CCDF):

Deborah Scott, Director of the Office of Early Childhood
State Child Care Administrator

Address of Contact: P.O. Box 1527 Jefferson City, MO 65102-1527

Phone & Fax Numbers: 573-751-6793, 573-526-9586

E-Mail Address: dscott@mail.dss.state.mo.us

1.3 Estimated Funding

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period: October 1, 2003 through September 30, 2004. (§98.13(a))

-CCDF: \$92,800,000

-Federal TANF Transfer to CCDF (if known): \$20,700,000

-Direct Federal TANF Spending on Child Care (if known): \$0

-State CCDF Maintenance of Effort Funds: \$16,600,000

-State Matching Funds: \$19,000,000

-Total Funds Available: \$149,100,000

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

1.4 The Lead Agency estimates that the following amount (and percentage) of the CCDF will be used to administer the program (not to exceed 5 percent): \$ 1,600,000 (1.07 %). (658E(c)(3), §§98.13(a), 98.52)

1.5 Does the Lead Agency directly administer and implement all services, programs and activities funded under the CCDF Act, including those described in Part 5.1 – Activities & Services to Improve the Quality and Availability of Child Care, Quality Earmarks and Set-Aside?

() Yes. – GO to Section 1.8.

(X) No, and the following describes how the Lead Agency maintains overall control when services or activities are provided through other agencies. (658D(b)(1)(A), §98.11)

The Department of Social Services administers the funding for Activities and Services to Improve the Quality and Services for Child Care at 8% of the requirement. This amount exceeds the 4% minimum requirement by law. The Department of Social Services enters into Memorandum of Agreement with the Department of Health and Senior Services (DHSS) to administer 3.5% (\$3,139,363) and 2.5% (\$2,240,250) will be administered by the Department of Elementary and Secondary Education (DESE). Department of Social Services will directly administer the remaining 2% of the funding (\$2,134,462). The funding will be used to support the quality activities described in Part 5 of this plan.

DSS reserves the right to use funding, in addition to the quality funding contracted to DHSS and DESE, for such projects or pilots that support the activities of the state's child care programs in the course of implementing family self sufficiency and to enhance the quality of child care for Missouri's families.

The Department of Social Services will monitor the terms of the agreements with DHSS and DESE. The monitoring activities will entail, at a minimum, an annual accounting of activities as defined in the respective Memoranda of Understanding with each department. Additionally, outcomes and benchmarks are measured, on an annual basis, as they relate to each department's state strategic plan.

The Departments of Health and Senior Services and Elementary and Secondary Education will monitor the individual grants awarded from the quality funding each department receives from DSS. Appeals, hearings and/or complaints will be handled at the DESE and DHSS level with the final appeal process to be the responsibility of DSS.

All other funds are administered directly by the Department of Social Services.

1.6 For child care services funded under §98.50 (i.e., certificates, vouchers, grants/contracts for slots based on individual eligibility), does the Lead Agency itself: (§98.11)

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

- Determine individual eligibility of non-TANF families? YES ☒ NO ☐
If NO, identify the name and type of agency that determines eligibility of non-TANF families for child care:

- Determine individual eligibility of TANF families? YES ☒ NO ☐
If NO, identify the name and type of agency that determines eligibility of TANF families for child care:

- Assist parents in locating child care? YES ☐ NO ☒
If NO, identify the name and type of agency that assists parents:

This function is accomplished through contractual arrangement with the Missouri Child Care Resource and Referral Network

- Make payments to providers? YES ☒ NO ☐
If NO, identify the name and type of agency that makes payments:

1.7 Is any entity named in response to section 1.6 a non-governmental entity? (See section 1.6 of the guidance). (658D(b), §§98.10(a), 98.11(a))

() No.

(X) Yes, the following entities named in section 1.6 are non-governmental:

The Missouri Child Care Resource and Referral Network is a private, not-for-profit network of eight not-for-profit agencies.

Section 1.8 - Use of Private Donated Funds

1.8.1 Will the Lead Agency use private donated funds to meet a part of the matching requirement of the CCDF pursuant to §98.53(e)(2) and (f)?

(X) No. GO TO 1.9

() Yes. The name and type of entity designated to receive private donated funds is:

Name:

Address:

Contact:

Type (see section 1.6 of the guidance):

Section 1.9 - Use of State Pre-Kindergarten (Pre-K) Expenditures for CCDF-Eligible Children

1.9.1 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF maintenance of effort (MOE) requirement?

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

(X) No.

() Yes,

_____ The State assures that its level of effort in full day/full year child care services has not been reduced, pursuant to §98.53(h)(1).

_____ Estimated % of the MOE requirement that will be met with pre-K expenditures. (It may not exceed 20%.)

If the State uses Pre-K expenditures to meet more than 10% of the MOE requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

1.9.2 During this plan period, will State expenditures for Pre-K programs be used to meet any of the CCDF Matching Fund requirement? (§98.53(h))

(X) No.

() Yes, and

_____ Estimated % of the Matching Fund requirement will be met with pre-K expenditures. (It may not exceed 20%.)

If the State uses Pre-K expenditures to meet more than 10% of the Matching Fund requirement, the following describes how the State will coordinate its Pre-K and child care services to expand the availability of child care (§98.53(h)(4)):

1.9.3 If the State answered yes to 1.91 or 1.9.2, the following describes State efforts to ensure that pre-K programs meet the needs of working parents (§98.53(h)(2)):

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Part 2--DEVELOPING THE CHILD CARE PROGRAM

2.1 - Consultation and Coordination

2.1.1 Consultation. Describe the consultation the Lead Agency held in developing this Plan and the results of that consultation. At a minimum, the description must include the following:

- Representatives of local governments;
- Tribal organizations when such organizations exist within the boundaries of the State. (658D(b)(2), §§98.12(b), 98.14(b))

The Office of Early Childhood has sought consultation and input on the state plan beginning as early as March 2002. A team of internal and external experts began reviewing operations and made recommendations for systems improvements and changes. The team met from March through June of 2002. Thirty-eight focus groups were conducted throughout the state, which included parents, child care providers, and local county Division of Family Services office staff. As a result of these recommendations, the Department of Social Services determined to heighten its focus on the early years and its work toward a cohesive early learning system for Missouri. An important step in this process was the establishment of the Office of Early Childhood (OEC), which reports directly to the Department of Social Services' Director. CCDF administration was moved from the Division of Family Services and brought under the authority of the OEC. An advisory committee was formed and began meeting in February 2003 to redesign the policy framework specifically as it relates to professional development, resource and referral, education, and training. The committee has met on five occasions and continues to move forward with planning and design activities. An additional team has developed recommendations for systems improvements for the subsidy payment process. The committees have included the members listed below. During the plan period, OEC intends to collapse and expand these committees and bring additional provider input into the ongoing administration of the CCDF.

Office of Early Childhood Early Childhood Advisory Committee

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Deborah E. Scott, Director
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Missouri Department of Social Services

Ms. Chris Groccia, Director
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Ms. Candace Iveson, Project Director
Citizens for Missouri Children
606 East Capitol Avenue, 2nd Floor

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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PHONE: 573/751-2882

FAX: 573/526-3971

Future members to be added to the committee may include Denise Cross, Director of Division of Family Services; Janel Luck, Deputy Director of Division of Family Services; Candace Cheatum, Vice President of LINC (Local Investment Commission); and Dean Olson, Vice President of Heart of America Family Services, child care providers and others.

Provider and consumer input has been garnered through a series of focus groups and stakeholder meetings.

- 2.1.2 Coordination. Lead Agencies are required to coordinate with other Federal, State, local, tribal (if applicable), and private agencies providing child care and early childhood development services.

Check any of the following services provided by agencies with which the Lead Agency coordinates. In each case identify the agency providing the service and describe the coordination and expected results:

☒ Public health including programs that promote children's emotional and mental health

The Department of Health and Senior Service and Department of Mental Health coordinate with DSS in identifying statewide indicators for school readiness and on many other joint ventures. The expected results are an agreed upon set of indicators for school readiness that include physical, social and emotional well-being as well as a collaborative plan for improving the outcomes for Missouri children as measured by the identified indicators.

☒ Employment services

DSS will coordinate with the Department of Economic Development in the transition of employment-related activities and supports from the Division of Family Services to Department of Economic Development/Division of Workforce Development. The expected result is the creation of a working environment between the agencies that will foster continued support for working families in Missouri.

☒ Public education

DSS continues coordination with Department of Elementary and Secondary Education to support the creation of a strong early childhood system. The expected result is a seamless system of early learning from birth to school entry.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

X TANF

DSS coordinates with TANF through policy decisions that affect families accessing child care and TANF. The expected result is for families to become strong and self-sufficient and to have access to quality child care that supports the family's need to work as well as the child's development.

X State Pre-K programs

DSS continues coordination with Department of Elementary and Secondary Education through the Missouri Pre-School Project. The expected result is to have a seamless system of early learning from birth to school entry.

X Head Start programs

DSS coordinates with Head Start programs in Missouri through the Missouri Head Start Collaboration Office, as well as the state-funded Early Head Start Partnership program. The expected result is maximizing resources to support the health, well being, and early education of low-income children and their families.

X Programs that promote inclusion for children with disabilities

The Departments of Mental Health, Health and Senior Services, and Elementary and Secondary Education and Social Services collaborate in identifying statewide indicators and supports for childhood well-being and early intervention for children with disabilities through the First Steps program. Inclusion coordinators are on staff at the eight Resource and Referral agencies to connect and provide services to families and child care providers caring for children with special needs. The expected results are a better understanding of issues around access and inclusion for children with special needs and increasing the capacity of child care programs to offer inclusive services

___ Others (please identify) (658D(b)(1)(D), §98.12(a), 98.14(a)(1) & (2))

The state child care administrator has representation on the following councils and committees:

- Missouri Children's Services Commission;
- The Department of Health and Senior Services State Child Care Licensing Advisory Committee;
- The State Early Childhood Interagency Team;
- The Head Start State Collaboration Council;
- The State Head Start Association Board;
- The State Head Start Association Council;
- The State Council for Inclusive Child Care;
- The State Opportunities for Professional Education Network (OPEN);
- The Missouri Accreditation Board;
- The Greater Kansas City/Bi-State Accreditation Steering Committee.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Representatives from these Groups provide input on the development and review of the Child Care Subsidy and related programming.

2.2 - Public Hearing

Describe the Statewide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. At a minimum, the description must indicate:

- Date(s) of statewide notice of public hearing April 28, 2003
- Manner of notifying the public about the statewide hearing statewide mailing, publications in major news papers, publication on the internet web site.
- Date(s) of public hearing(s) May 5, 21, 22, 27, 28, 29.
- Hearing site(s) Jefferson City, Kansas City, St. Joseph, St. Louis, Cape Girardeau, and Springfield
- How the content of the plan was made available to the public in advance of the public hearing(s) (658D(b)(1)(C), §98.14(c)):

A series of public hearings was held during the period of May 5 through May 29, 2003 in Columbia, Kansas City, St. Joseph, St. Louis, Cape Girardeau, and Springfield. The hearings were held from 7:00 to 9:00 to accommodate the schedules of child care providers. The Missouri Child Care Resource and Referral Agencies provided public notice and hosted the meetings in the six locations throughout the state. The Department of Social Services provided public notice via the internet and in four major newspaper publications throughout the state.

A draft of the plan is on the DSS internet web site for the public to review and provide comment. In addition, an overview of the plan's content is available to the public prior to the public hearings through the Office of Early Childhood.

NOTICE OF PUBLIC HEARINGS FOR MISSOURI'S CHILD CARE DEVELOPMENT FUND

The Missouri Department of Social Services, Office of Early Childhood will be conducting six public hearings to discuss the implementation of the Child Care Development Fund for fiscal years 2004 and 2005.

In accordance with federal child care regulations, states must hold a minimum of one public hearing prior to submitting their Child Care Development State Plan. Missouri's

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Child Care Development State Plan will be submitted to the federal government,
Department of Health and Human Services, by June 30, 2003.

Representatives from the Missouri Department of Social Services, Department of Health
and Senior Services, and Department of Elementary and Secondary Education will be
available to answer questions regarding Missouri's biennial plan for implementing the
Child Care Development Fund.

Public hearings will be held in the following locations.

May 5, 2003
Our Savior Lutheran Church
1529 Southwest Blvd.
Jefferson City, MO

May 21, 2003
Pembroke Hill Early Childhood School
Wornall Campus
400 West 51st St.
Kansas City, MO

May 22, 2003
YWCA Terrace Room
304 North 8th St.
St. Joseph, MO

May 27, 2003
Maryland Heights Center
2340 McKelvey Rd
St. Louis, MO

May 28, 2003
Room 127 Dempster Hall
Southeast Missouri State University
Cape Girardeau, MO

May 29, 2003
Council of Churches Ministry Center
627 North Glenstone
Springfield, MO

All hearings are held from 7:00 p.m. to 9:00 p.m.
in order to accommodate child care providers' schedules.
For details, please contact your local Child Care Resource and Referral agency.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

2.3 - Public-Private Partnerships

- Describe the activities, including planned activities, to encourage public-private partnerships that promote private-sector involvement in meeting child care needs, including the results or expected results. (658D(b)(1), §98.16(d)):

The Office of Early Childhood is involved in several projects to develop and strengthen public-private partnerships around early childhood issues, including meeting child care needs, improving early learning experiences, and strengthening family relationships.

- The Office of Early Childhood sponsored a statewide stakeholder meeting to discuss the development of fiscal supports for child care providers through a partnership between private businesses and the public sector. The Development Corporation for Children from Minneapolis, Minnesota presented the Minnesota model and discussions were begun regarding potential regional partnerships. The initial meeting was facilitated by the National Child Care Information Center and conducted with the generous support of the Ewing Marion Kauffman Foundation.
- The Children's Service Commission has established a subcommittee to focus on the advancement of an early childhood system in the state and to increase awareness and leverage public and private support for early childhood efforts. The Commission has a statutory charge to create a statewide system of care for children. The OEC Director co-chairs the Early Childhood SubCommittee.
- DSS is planning to engage in activities with the Department of Economic Development to communicate and strengthen the message regarding the importance of high quality child care choices for the business community. One of the activities in discussion is hosting a Business Summit on child care.
- The state is engaged in a partnership with TEACH to offer educational opportunities to child care professionals. TEACH is offered in pilot areas in the state with at least one location operating the program as a public-private partnership through matched funding by local private businesses.
- There are twenty-one community partnerships throughout the state whose purpose is to improve outcomes for children and families. These entities create collaborations locally and partner with the state to maximize resources and achieve specified results. The partnerships are publicly funded through the Department of Social Services and have a strong focus on early childhood activities. One expected result is to have community ownership and involvement in early childhood issues.
- The Missouri Resource and Referral Network promotes business involvement by providing technical assistance to the business community on developing and/or supporting child care programs for employees. The intent is to encourage business involvement to assist in increasing the capacity for child care that supports families working.

PART 3 -- CHILD CARE SERVICES OFFERED

Section 3.1 - Description of Child Care Services

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

REMINDER: The Lead Agency must offer certificates for services funded under 45 CFR 98.50. (98.30) Certificates must permit parents to choose from a variety of child care categories, including center-based care, group home care, family child care and in-home care. (§98.30(e))

3.1.1 In addition to offering certificates, does the Lead Agency also have grants or contracts for child care slots?

(X) No.

() Yes, and the following describes the types of child care services, the process for accessing grants or contracts, and the range of providers that will be available through grants or contracts: (658A(b)(1), 658P(4), §§98.16(g)(1), 98.30(a)(1) & (b))

3.1.2 The Lead Agency must allow for in-home care but may limit its use. Does the Lead Agency limit the use of in-home care in any way?

(X) No.

() Yes, and the limits and the reasons for those limits are (§§98.16(g)(2), 98.30(e)(1)(iv)):

3.1.3 Are all of the child care services described in 3.1.1 above (including certificates) offered throughout the State? (658E(a), §98.16(g)(3))

(X) Yes

() No, and the following are the localities (political subdivisions) and the services that are not offered:

Section 3.2 - Payment Rates for the Provision of Child Care

The statute at 658E(c)(4) and the regulations at §98.43(b)(1) require the Lead Agency to establish payment rates for child care services that ensure eligible children equal access to comparable care. These rates are provided as Attachment 3.2 Attachment A_. The attached payment rates are effective as of October 1, 1998.

The following is a summary of the facts relied on by the State to determine that the attached rates are sufficient to ensure equal access to comparable child care services provided to children whose parents are not eligible to receive child care assistance under the CCDF and other governmental programs. Include, at a minimum:

- The month and year when the local market rate survey(s) was completed:

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

March 2003. (§98.43(b)(2)) A copy of the Market Rate Survey instrument and a summary of the results of the survey are provided as Attachment _3.2 Attachment B, 3.2 Attachment C, and 3.2 Attachment D.

- How the payment rates are adequate to ensure equal access based on the results of the above noted local market rate survey (i.e., the relationship between the attached payment rates and the market rates observed in the survey): (§98.43(b))

Missouri child care reimbursement rates are based on the market rate survey conducted in 1990 and, in part, on the Market Rate Survey conducted in 1996. In order to be responsive to the child care market, rates are set based on the age of the child, hours of care, facility type, and geographical area of the state. Across the board rate increases have been prohibited by a lack of resource. Without increased revenue, rate increases would significantly decrease the number of families that could access childcare subsidy, and in the absence of waiting lists, the current rates appear to be allowing access to care for the greatest number of families possible. Access to care is supported by a disproportionate share rate incentive offered to licensed providers. This incentive allows subsidized children access to licensed care by encouraging licensed providers to accept a higher number of low-income children.

- Additional facts that the Lead Agency relies on to determine that its payment rates ensure equal access include: (§98.43(d))

In the absence of resources to implement across the board rate increases, DSS implemented several enhancements to the state's base rate of subsidy reimbursement.

A rate increase for infant and toddler care was implemented in October 1998 that reflects reimbursement up to the 50% percentile of the 1996 Market Rate Survey.

The rate structure for infant care establishes a differential reimbursement for group homes, as reflected in the 1996 Market Rate Survey, as well as redefined the geographical areas for infant care from seven to three areas in the state. (3.2 Attachment A)

A 15% increase in base reimbursement was implemented in October of 1998 to providers who serve families during non-traditional hours. The intent of this rate differential was to enhance access to care for families who have non-traditional work hours.

Effective September 1999, additional enhancements to the provider's base reimbursement were inaugurated:

- Licensed providers with an enrollment consistently showing 50% subsidy eligible children receive a rate enhancement. The enhancement is 30% above the providers' base rate or the state's maximum reimbursement, whichever is lowest.
- Providers accredited by a recognized accrediting organization receive an increase of 20% above the providers' base rate or the state maximum reimbursement rate, whichever is lowest.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

- Providers caring for special needs children as documented by a professional in the medical, mental health, academic, or social service field receive 25% above the providers' base rate or the state maximum reimbursement rate, whichever is lowest.

Access to child care for subsidy eligible families has increased due to the implementation of these rate enhancements, especially for families with special needs children.

- If the payment rates do not reflect individual rates for the full range of providers -- center-based, group home, family and in-home care -- explain how the choice of the full range of providers is made available to parents.

3.2 Attachment A

STATE MAXIMUM DAILY CHILD CARE RATE CHART FOR BLOCK GRANT CHILD CARE

EFFECTIVE OCTOBER 1, 1998

INFANT CARE

	METRO	SUB-METRO	REST OF STATE
TYPE OF CARE BY FACILITY	BOONE, CASS, CLAY, FRANKLIN, GREENE, JACKSON, JEFFERSON, JOHNSON, LAFAYETTE, PLATTE, RAY, ST CHARLES, ST LOUIS CITY, ST LOUIS COUNTY	BUCHANAN, CHRISTIAN, JASPER, NEWTON,	
CENTER INFANT FULL	25.75	17.95	14.00
CENTER INFANT HALF	18.08	15.50	8.00
CENTER INFANT PART	15.25	14.00	6.00
GROUP INFANT FULL	19.00	13.00	12.00
GROUP INFANT HALF	15.00	8.00	8.00
GROUP INFANT PART	15.00	7.75	5.00
FAMILY INFANT FULL	15.00	13.00	10.00
FAMILY INFANT HALF	9.75	8.00	6.50
FAMILY INFANT PART	5.00	4.64	4.64

PRE-SCHOOL AND SCHOOL-AGE CARE

TYPE OF CARE BY FACILITY	FRANKLIN, JEFFERSON, ST CHARLES, ST LOUIS CITY, ST LOUIS COUNTY	CASS, CLAY, JACKSON, JOHNSON, LAFAYETTE, PLATTE, RAY	CHRISTIAN, GREENE	JASPER, NEWTON	BOONE	BUCHANAN	REST OF STATE
CENTER PRE-SCHOOL FULL	15.30	15.00	12.00	9.88	15.30	12.63	10.00
CENTER PRE-SCHOOL HALF	9.90	9.90	8.00	7.26	9.90	7.90	6.00
CENTER PRE-SCHOOL PART	6.90	6.90	5.00	4.50	6.90	4.65	4.00
CENTER SCHOOL-AGE FULL	15.00	12.85	11.50	10.80	15.30	11.40	9.19
CENTER SCHOOL-AGE HALF	9.90	9.90	8.00	7.01	9.90	8.50	6.00
CENTER SCHOOL-AGE PART	6.90	6.90	5.00	4.00	6.10	4.75	4.00
GROUP PRE-SCHOOL FULL	13.00	12.00	10.00	9.00	12.00	10.00	8.75
GROUP PRE-SCHOOL HALF	8.00	7.25	6.50	6.00	8.00	6.00	6.00
GROUP PRE-SCHOOL PART	5.00	4.13	4.00	4.00	4.00	4.00	4.00
GROUP SCHOOL-AGE FULL	12.00	10.00	10.00	8.75	12.00	10.00	8.75
GROUP SCHOOL-AGE HALF	8.00	7.00	6.00	6.00	8.00	6.00	6.00

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

GROUP SCHOOL- AGE PART	5.00	5.00	4.00	4.00	4.00	4.00	4.00
FAMILY PRE- SCHOOL FULL	13.00	12.00	10.00	9.00	12.00	10.00	8.75
FAMILY PRE- SCHOOL HALF	8.00	7.25	6.50	6.00	8.00	6.00	6.00
FAMILY PRE- SCHOOL PART	5.00	4.13	4.00	4.00	4.00	4.00	4.00
FAMILY SCHOOL- AGE FULL	12.00	10.00	10.00	8.75	12.00	10.00	8.75
FAMILY SCHOOL- AGE HALF	8.00	7.00	6.00	6.00	8.00	6.00	6.00
FAMILY SCHOOL- AGE PART	5.00	5.00	4.00	4.00	4.00	4.00	4.00

3.2 Attachment B

CHILD CARE MARKET RATE SURVEY

1. Indicate below the **DAILY** rate that you charge parents for **ONE** child before any discounts are applied. For this question and question number three, show the amount you would normally charge for a child who does **NOT** receive state subsidy. Do **NOT** include enhancement payments you receive from the state for accreditation, disproportionate share, or special needs. **(If you charge by the week, divide by 5 to obtain the daily rate. If you charge by the month, divide by 22 to obtain the daily rate.)**

1 REGULAR DAYTIME RATES

	Numbe r of childre n enrolle d by age	Full-Day Rate Per Child (5 or more hours)	Half-Day Rate Per Child (3 – 5 hours)	Part-Day Rate Per Child (less than 3 hours)
Infant/Toddler (under 2 yrs.)		\$_____._____ PER DAY	\$_____._____ PER DAY	\$_____._____ PER DAY
Preschool (2 to 5 years)		\$_____._____ PER DAY	\$_____._____ PER DAY	\$_____._____ PER DAY
School Age (5 years & over)		\$_____._____ PER DAY	\$_____._____ PER DAY	\$_____._____ PER DAY

2. Do you provide evening or weekend care? A. Yes B. No
3. If your answer to question 2 is yes, please report your rates below:

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

2 EVENING/WEEKEND RATES

	Number of children enrolled by age	Full-Day Rate Per Child (5 or more hours)	Half-Day Rate Per Child (3 – 5 hours)	Part-Day Rate Per Child (less than 3 hours)
Infant/Toddler (under 2 yrs.)		\$_____ PER DAY	\$_____ PER DAY	\$_____ PER DAY
Preschool (2 to 5 years)		\$_____ PER DAY	\$_____ PER DAY	\$_____ PER DAY
School Age (5 years & over)		\$_____ PER DAY	\$_____ PER DAY	\$_____ PER DAY

How many children are you licensed to serve? _____

4. Where do you provide child care? (Circle only one.)

- A. My residence
B. Church-based facility
C. School-based facility
D. Child's home
E. Other location

5. Which type(s) of child care do you provide? (Circle all that apply.)

- A. Full-day care (5 or more hours per day)
B. Half-day care (at least 3 hours, but less than 5 hours per day)
C. Part-day care (at least 1 ½ hours but less than 3 hours per day)

6. Do you give discounts for caring for more than one child in the family? A. Yes B. No

7. Are you accredited? A. Yes B. No

8. Do you accept subsidy payments from the state? A. Yes B. No

9. Do you have any staff or partners that assist you on a regular basis?
(If no, skip to question 12.) A. Yes B. No

10. What is the average salary at your facility for the following positions? (Skip this question if you have no employees other than yourself.)

(Circle one:)
A. Administrator, Director, or Owner of the facility \$_____ per Hour per Week per Month

2.1 B. Teachers \$_____ per Hour per Week per Month

C. Child care aides \$_____ per Hour per Week per Month

11. The following five questions ask about your satisfaction with the services you receive from the Division of Family Services. If you have never received payment from DFS for a child in your care,

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

skip to question 13. If you have received payments from DFS, circle the response that best describes your experience.

A. When you receive payment from DFS, is the amount correct?

3 **Never** **Rarely** **Sometimes**
 Frequently **Always**

B. Do you receive your payments on time?(Within the month after you provided the service)

4 **Never** **Rarely** **Sometimes**
 Frequently **Always**

C. Do your invoices have the correct information on them; i.e. correct children listed, correct rates, etc?

5 **Never** **Rarely** **Sometimes**
 Frequently **Always**

5.1

5.2D. Do you receive timely notification of the family's eligibility for child care assistance?

6
6.1 **Never** **Rarely** **Sometimes**
 Frequently **Always**

12. Do you have any suggestions for ways in which the Division of Family Services could serve you better? (If you need more room, use the back page.)

Thank you very much for your participation in this survey.

3.2 Attachment C-MARKET RATE SURVEY RESULTS

Licensed Child Care Providers Surveyed

<u>County</u>	<u>Licensed Child Care Providers</u>	<u>Licensed Respondents by County</u>	<u>% of Licensed Providers Responding</u>
ADAIR	18	11	61%
ANDREW	12	5	42%
ATCHISON	6	1	17%
AUDRAIN	33	18	55%
BARRY	29	12	41%
BARTON	19	9	47%
BATES	16	9	56%
BENTON	14	5	36%
BOLLINGER	11	4	36%

Effective Date: October 1, 2003

Amended Effective: _____

DRAFTSTATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

BOONE	198	95	48%
BUCHANAN	59	30	51%
BUTLER	26	11	42%
CALDWELL	7	3	43%
CALLAWAY	34	15	44%
CAMDEN	16	5	31%
CAPE GIRARDEAU	54	20	37%
CARROLL	4	2	50%
CARTER	5	1	20%
CASS	69	30	43%
CEDAR	11	6	55%
CHARITON	11	3	27%
CHRISTIAN	44	24	55%
CLARK	10	3	30%
CLAY	111	18	16%
CLINTON	16	5	31%
COLE	94	43	46%
COOPER	23	12	52%
CRAWFORD	14	6	43%
DADE	2	1	50%
DALLAS	8	5	63%
DAVIESS	2	1	50%
DEKALB	2	0	0%
DENT	6	0	0%
DOUGLAS	5	1	20%
DUNKLIN	39	13	33%
FRANKLIN	69	35	51%
GASCONADE	23	13	57%
GENTRY	8	3	38%
GREENE	193	91	47%
GRUNDY	11	6	55%
HARRISON	6	0	0%
HENRY	18	6	33%
HICKORY	5	3	60%
HOLT	6	1	17%
HOWARD	12	6	50%
HOWELL	40	16	40%
IRON	6	4	67%
JACKSON	560	244	44%
JASPER	91	40	44%
JEFFERSON	104	38	37%
JOHNSON	44	20	45%
KNOX	9	3	33%
LACLEDE	25	13	52%
LAFAYETTE	28	14	50%

Effective Date: October 1, 2003

Amended Effective: _____

DRAFTSTATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

LAWRENCE	30	11	37%
LEWIS	11	6	55%
LINCOLN	19	5	26%
LINN	16	10	63%
LIVINGSTON	17	4	24%
MACON	16	11	69%
MADISON	6	2	33%
MARIES	5	3	60%
MARION	43	17	40%
MCDONALD	18	9	50%
MERCER	3	1	33%
MILLER	24	10	42%
MISSISSIPPI	13	4	31%
MONITEAU	20	9	45%
MONROE	17	11	65%
MONTGOMERY	8	3	38%
MORGAN	7	2	29%
NEW MADRID	23	7	30%
NEWTON	42	17	40%
NODAWAY	18	7	39%
OREGON	8	3	38%
OSAGE	26	15	58%
OZARK	5	1	20%
PEMISCOT	25	7	28%
PERRY	22	16	73%
PETTIS	49	27	55%
PHELPS	38	15	39%
PIKE	18	10	56%
PLATTE	32	8	25%
POLK	26	14	54%
PULASKI	25	12	48%
PUTNAM	5	4	80%
RALLS	5	3	60%
RANDOLPH	29	16	55%
RAY	6	3	50%
REYNOLDS	2	1	50%
RIPLEY	9	3	33%
SALINE	17	12	71%
SCHUYLER	6	2	33%
SCOTLAND	5	1	20%
SCOTT	59	21	36%
SHANNON	9	3	33%
SHELBY	14	6	43%
ST CHARLES	165	68	41%
ST CLAIR	3	3	100%

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

ST FRANCOIS	43	24	56%
ST LOUIS CITY	294	228	78%
ST LOUIS COUNTY	720	83	12%
STE GENEVIEVE	24	15	63%
STODDARD	27	17	63%
STONE	17	7	41%
SULLIVAN	7	4	57%
TANEY	33	15	45%
TEXAS	18	2	11%
VERNON	30	13	43%
WARREN	10	1	10%
WASHINGTON	21	6	29%
WAYNE	7	3	43%
WEBSTER	23	9	39%
WORTH	2	1	50%
WRIGHT	12	7	58%
TOTAL	4,538	1,841	41%

3.2 Attachment D-MARKET RATE SURVEY RESULTS

MISSOURI 2003 CHILD CARE MARKET RATE SURVEY DATA							
Daytime Infant Care Rates by Area							
		Full-Time		Half-Time		Part-Time	
	Type of	Providers	75th	Providers	75th	Providers	75th
Area	Care	Responding	Percentile	Responding	Percentile	Responding	Percentile
Metro	Center	280	\$37.35	109	\$30.00	57	\$23.22
	Family	367	\$25.00	203	\$20.00	156	\$15.00
	Group	11	\$27.00	4	\$17.50	3	\$20.00
Sub-Metro	Center	11	\$31.32	6	\$25.00	5	\$23.00
	Family	31	\$17.00	18	\$15.00	17	\$10.00
	Group	4	\$30.00	3	\$20.00	3	\$25.00
Rest of the State	Center	112	\$24.00	43	\$18.00	30	\$17.00
	Family	430	\$15.00	241	\$13.00	200	\$10.50
	Group	54	\$16.00	33	\$14.00	30	\$13.00
State Totals	Center	403	\$34.40	158	\$28.60	92	\$20.50
	Family	828	\$20.00	462	\$15.00	373	\$12.00
	Group	69	\$20.00	40	\$15.00	36	\$14.00

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Evening Infant Care Rates by Area							
		Full-Time		Half-Time		Part-Time	
	Type of	Providers	75th	Providers	75th	Providers	75th
Area	Care	Responding	Percentile	Responding	Percentile	Responding	Percentile
Metro	Center	25	\$35.00	16	\$25.49	15	\$20.49
	Family	88	\$25.00	67	\$20.00	53	\$14.00
	Group	2	\$22.00	2	\$15.00	2	\$15.00
Sub-Metro	Center	0	unknown	0	unknown	0	unknown
	Family	5	\$20.00	3	\$18.00	3	\$15.00
	Group	1	\$30.00	1	\$30.00	1	\$30.00
Rest of the State	Center	9	\$23.00	5	\$20.00	4	\$12.00
	Family	47	\$20.00	39	\$17.00	36	\$15.00
	Group	5	\$17.97	4	\$13.50	4	\$9.50
State Totals	Center	34	\$33.00	21	\$25.49	19	\$20.00
	Family	140	\$25.00	109	\$19.00	92	\$15.00
	Group	8	\$21.00	7	\$15.00	7	\$15.00

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Section 3.3 - Eligibility Criteria for Child Care

By statute, all eligible children must be under the age of 13, or under age 19 if physically or mentally incapable of self-care, or under court supervision, and reside with a family whose income does not exceed 85% of the State Median Income (SMI) for a family of the same size and whose parent(s) are working or attending a job training or educational program or who receive or need to receive protective services. (658E(c)(3)(B), 658P(3), §98.20(a))

- 3.3.1 Complete column (a) in the matrix below. Complete Column (b) ONLY IF the Lead Agency is using income eligibility limits lower than 85% of the SMI.

IF APPLICABLE

Family Size	(a) 85% of State Median Income (SMI) (\$/month)	(b) Income Level, lower than 85% of SMI, if used to limit eligibility	
		\$/month	% of SMI
1	2247	917	35
2	2939	1199	35
3	3631	1482	35
4	4323	1764	35
5	5015	2046	35

The Lead Agency uses the State Median Income (SMI) of the year 2001.
(Income eligibility is based on 55% of the SMI in 1990)

If applicable, the date on which the eligibility limits detailed in column (b) became effective: 1991.

- 3.3.2 How does the Lead Agency define “income” for the purposes of eligibility? Is any income deducted or excluded from total family income, for instance, work or medical expenses; child support paid to, or received from, other households; Supplemental Security Income (SSI) payments? Is the income of all family members included, or is the income of certain family members living in the household excluded? Please describe and/or include information as Attachment 3.3.2 Attachment A. (§§98.16(g)(5), 98.20(b))

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Total family income includes all wages of the parents and any unearned income of the parents and children, which is not specifically excluded. Any medical insurance premiums paid by the parent are deducted from their wages resulting in a lesser-adjusted gross income used in determining the family's income eligibility for child care assistance. Costs of producing income as allowed per current Internal Revenue Service rules are deducted from self-employment income to obtain the family's adjusted gross income.

SSI payments to a parent or a child are exempt, as are the earnings of a sibling under age 19 of the child needing care.

The attachment demonstrates budgeting procedures, the types of excluded income, and deductions from income.

3.3.2 Attachment A:

CHILD CARE INCOME ELIGIBILITY GUIDELINES AND SLIDING FEE CHART

NUMBER OF PERSONS PER HOUSEHOLD					DAILY COST PER CHILD IN CARE		
1	2	3	4	5	FULL DAY	HALF DAY	PART DAY
0-417	0-545	0-674	0-802	0-930	\$1.00	Per	Year*
418-500	546-654	675-808	803-962	931-1116	.50	.35	.25
501-583	655-763	809-943	963-1122	1117-1302	.75	.50	.35
584-667	764-872	944-1078	1123-1283	1303-1488	1.00	.65	.45
668-750	873-981	1079-1212	1284-1443	1489-1674	2.00	1.30	.90
751-834	982-1090	1213-1347	1444-1604	1675-1860	3.00	1.95	1.35
835-917	1091-1199	1348-1482	1605-1764	1861-2046	4.00	2.60	1.80
FAMILIES WITH INCOME HIGHER THAN THIS SCALE PAY THE ENTIRE COST OF CHILD CARE							
6	7	8	9	10	FULL DAY	HALF DAY	PART DAY
0-1058	0-1082	0-1106	0-1130	0-1154	\$1.00	Per	Year*
1059-1270	1083-1299	1107-1328	1131-1356	1155-1385	.50	.35	.25
1271-1482	1300-1515	1329-1549	1357-1582	1386-1616	.75	.50	.35
1483-1693	1516-1732	1550-1770	1583-1808	1617-1847	1.00	.65	.45
1694-1905	1733-1948	1771-1991	1809-2034	1848-2078	2.00	1.30	.90
1906-2117	1949-2165	1992-2213	2035-2261	2079-2309	3.00	1.95	1.35
2118-2328	2166-2381	2214-2434	2262-2487	2310-2539	4.00	2.60	1.80
11	12	13	14	15	FULL DAY	HALF DAY	PART DAY
0-1179	0-1203	0-1227	0-1251	0-1275	\$1.00	Per	Year*
1180-1414	1204-1443	1228-1472	1252-1501	1276-1529	.50	.35	.25
1415-1650	1444-1684	1473-1717	1502-1751	1530-1784	.75	.50	.35
1651-1886	1685-1924	1718-1962	1752-2001	1785-2039	1.00	.65	.45
1887-2121	1925-2165	1963-2208	2002-2251	2040-2294	2.00	1.30	.90
2122-2357	2166-2405	2209-2453	2252-2501	2295-2549	3.00	1.95	1.35
2358-2593	2406-2646	2454-2698	2502-2751	2550-2804	4.00	2.60	1.80

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

FAMILIES WITH INCOME HIGHER THAN THIS SCALE PAY THE ENTIRE COST OF CHILD CARE

16	17	18	19	20	FULL DAY	HALF DAY	PART DAY
0-1299	0-1323	0-1347	0-1371	0-1395	\$1.00 Per Year*		
1300-1559	1324-1587	1348-1616	1372-1645	1396-1674	.50	.35	.25
1560-1818	1588-1852	1617-1885	1646-1919	1675-1953	.75	.50	.35
1819-2078	1853-2116	1886-2155	1920-2193	1954-2232	1.00	.65	.45
2079-2338	2117-2381	2156-2424	2194-2467	2233-2511	2.00	1.30	.90
2339-2598	2382-2646	2425-2694	2468-2742	2512-2790	3.00	1.95	1.35
2599-2857	2647-2910	2695-2963	2743-3016	2791-3068	4.00	2.60	1.80

PART-DAY CARE IS ONE HALF HOUR TO 2 HOURS 59 MINUTES OF CARE

HALF-DAY CARE IS THREE HOURS TO 4 HOURS 59 MINUTES OF CARE

FULL-DAY CARE IS FIVE OR MORE HOURS OF CARE

*FAMILIES IN THIS INCOME GROUP SHALL PAY \$1.00 PER YEAR, WHICH CONSTITUTES THE PERIODIC PAYMENT FOR THE ELIGIBILITY PERIOD.

Missouri Child Care Policy Manual Pages:

1210.025.00 INCOME ELIGIBILITY GUIDELINES

Income eligibility for child care exists when the adjusted gross income does not exceed the maximum based on the household size. The income maximums are listed on the IM-4CC Attachments Child Care Income Eligibility Guidelines and Sliding Fee Chart.

1210.025.05 BUDGETING PROCESS

Determine household eligibility by deducting qualified income deductions, from gross income. (Refer to Deductions from Gross Income in 1210.025.15 and Computing Gross Income in subsection 1210.025.05.05).

If the household income is below the sliding fee scale maximums, the family is eligible.

If the household's adjusted gross income exceeds the sliding fee scale maximums, the family is ineligible for Child Care.

1210.025.05.05 COMPUTING MONTHLY GROSS INCOME

‘Monthly gross income’ means the average monthly amount of total income received by all members of the family unit before deductions. This total gross income amount should include income from all sources including, but not limited to: wages, adjusted gross income from self-employment, adjusted gross income from farm income, social security, dividends, interest, etc.

1210.025.05.10 CONVERTING INCOME

Convert income to a monthly amount when income is received on a less than monthly basis. Multiply income received on a weekly basis by 4.333 to determine monthly income. Multiply income received every two weeks by 2.166. Multiply income received on a semi-monthly basis (twice a month) by two.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

In computing the monthly income amount, it is important to carefully evaluate the period of time that income is intended to cover. For example, a check received at the beginning of the month may be income for the entire month. A teacher receiving a yearly salary has income for the entire year. Additions are not made for income received during the summer months. If a person's employment ends, s/he is considered to have income until the date on which he would have received his next regular paycheck had he continued working.

After the average monthly amount from each income source is determined, the total monthly gross amount must be established by totaling income from each source. This total is to include income received from all members of the family unit.

1210.025.05.15 UNEARNED INCOME

Unearned income for all members of the family unit is considered in determining monthly gross income. (See Exclusions from Monthly Gross Income, 1210.025.10.)

NOTE: Temporary Assistance grants and Child Support payments are considered part of the family unit's gross income.

1210.025.05.20 IRREGULAR OR SPORADIC INCOME

If the household has been receiving irregular or sporadic earned or unearned income over a period of one (1) year or more, divide the income received over the last twelve (12) months by twelve (12) to arrive at a monthly amount.

If the household has been receiving irregular or sporadic earned or unearned income for a period of less than one (1) year, average the amount of income during this period.

If the family's current income shows a substantial increase or decrease, a representative period of the irregular or sporadic income should be used to determine the average monthly amount. During the authorized child care eligibility period, it is the household's responsibility to inform DFS of changes in income.

1210.025.05.25 INCOME FROM SELF-EMPLOYMENT

For self-employed households, income is computed as follows:

1. If the participant has been self-employed for one (1) year or more, divide the income received over the last 12 months by 12 to arrive at a monthly amount.
2. If the participant has been self-employed for less than one (1) year, average the amount of self-employed income over the period of time the business has been in operation to arrive at a monthly amount.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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3. If the current monthly amount does not reflect the household's normal monthly income because of a substantial increase or decrease in business, use a representative period of earnings to determine the household's average monthly earnings.

1210.025.05.30 DEDUCTIONS FROM SELF-EMPLOYMENT INCOME

Consider and subtract the following overhead expenses from the gross income to arrive at an Adjusted Gross Income for self-employed households.

1. **BOARDERS - Food** - allow the monthly Food Stamp issuance amount for a one-person household per each boarder.
2. **SALES** - The cost of operation of a vehicle (current state reimbursement rate), and the cost of supplies (as paid).
3. **JOB RELATED COSTS** - For the person furnishing his/her own tools, equipment, transportation, etc. The cost, as paid, is an allowable deduction.
4. **FARM INCOME** - The cost (as paid) of feed, seed, fertilizers, tools, equipment repair and replacement, labor, cost of operation for farm machinery, shipping costs, custom work, and land rental or ownership costs.
5. **BUSINESS INCOME** - The cost (as paid) of tools, equipment repair and replacement, labor, cost of operation of equipment, purchase of materials, supplies, or stock of goods, rental or ownership costs and utilities on separate business establishment, and subcontracting cost.
6. **INCOME PRODUCING PROPERTY** - Cost (as paid) of ownership (mortgage or contract payment, taxes, insurance, repairs), utilities, labor, and supplies.

1210.025.05.35 MILITARY INCOME

The amount of military income sent to the family unit from a family member stationed away from the residence of the family unit is counted as gross income to the family.

The military family member stationed away from the residence, is not counted in determining household size.

1210.025.10 EXCLUSIONS FROM MONTHLY INCOME

The next six sections, 1210.025.10.05 through 1210.025.10.30, list types and sources of income that are excluded from determining the household's gross monthly income.

1210.025.10.05 BENEFITS FROM ANOTHER AGENCY

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

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1. Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
 2. Any benefits received under Title VII, Nutrition Program for the Elderly, for the Older Americans Act of 1965, as amended.
 3. Adoption Subsidy (AS) Maintenance Payment.
 4. Death benefits such as OASDI, VA, Railroad, or other burial Benefits.
 5. Burial benefits are exempt. Budget regular monthly survivor's benefits.
 6. Incentive payments and supportive services, including direct reimbursements for child care, received through case management services from DFS staff or outside case management agencies.
 7. Vocational Rehabilitation: Payments made for maintenance, transportation, tuition, fees, etc., in connection with a claimant participating in training or school attendance are excluded. If the participant receives payment specifically designated for child care expense, budget as income.
 8. Veterans Education Assistance: That portion which is for the 'student' and is actually used for items such as tuition, books, fees, equipment, transportation for school, etc., shall be excluded. That portion designated for maintenance and child care expense shall be included as income.
 9. Job Training Partnership Act (JTPA): Participants may receive one or more of the following types of payments:
 - Wages: Budget wages as earned income unless received by a dependent child.
 - Supportive Services: Supportive Services are excluded, except those specifically designated for child care expense.
 - Compensation in Lieu of Wages: If received by a child, this compensation. If received by an adult household member, or an emancipated minor, count as income.
 - Need Based Payments: If used for the living expenses of an adult or emancipated minor, they are counted as income. If they are designated for a specific purpose or in-kind assistance, they are excluded. If a child receives them they are excluded.
 10. Job Corps: Participants receive living allowances and readjustment allowance. They may also receive an allowance for training related expenses. If a child is in Job Corps, both of the allowances and the training related expenses are excluded.

If an adult or an emancipated minor is in Job Corps, income is as follows:

- Living Allowance is excluded.
- Readjustment Allowance is not treated as income while it remains in a fund.
- When the participant accesses the Readjustment Allowance, it is counted as income.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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- Training Related Expenses are excluded, except those specifically designated for child care expense.

NOTE: When a guardian receives a Readjustment Allowance for a Jobs Corps participant for the purpose of assisting in the care of a child, it is called an 'Allotment' and it shall be counted as income.

11. Income received by volunteers for services performed in programs stipulated in the Domestic Volunteer Services Act of 1973, Public Law 93-113, is excluded. Programs include the Retired Senior Volunteer Program, the Foster Grandparent Program, Older American Community Service Program, Service Corp. of Retired Executives, University Year for Action Volunteers (UYA), and Volunteers in Service to America (VISTA) as administered by the Federal Domestic Volunteer Agency (ACTION).

12. Payments or allowances made under any Federal, State, or local laws for the purpose of energy assistance are excluded.

13. Income received by participants in projects carried out under Title V of the Older Americans Act is excluded.

14. Agent Orange benefits are excluded.

15. Supplemental Security Income (SSI) payments PASS income. Exclude SSI income and funds from an SSI Plan for Achieving Self-Support.

16. Foster Care payments (IV-E or HDN) are excluded.

1210.025.10.10 RESOURCE PAYMENTS

1. The following are considered resources. They are not counted when determining income.
2. Money from the sale of property, such as stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property in which case the new proceeds would be counted as income from self-employment.)
3. Withdrawals of bank deposits.
4. Capital gains, the profit resulting from the sale of capital investments such as stocks, real estate, etc.
5. Lump sum payments.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

1210.025.10.15 MONETARY GIFTS AND SPECIAL INCOME CIRCUMSTANCES

Income received in certain circumstances and non-recurring cash gifts are excluded when determining the household's financial eligibility for child care assistance.

1. Monetary gifts received for holidays, birthdays, and, graduations, which do not exceed the Temporary Assistance Percentage of Need Standard for the assistance group in a month, are excluded from consideration when budgeting income of the household.
2. Earnings of children attending school are excluded as income to the child care family.
3. Income received as a payee/guardian for a non-household member is excluded.
4. Income of adult children of the parent, specified relative, or guardian is excluded.

1210.025.10.20 INCOME IN-KIND/NON-CASH INCOME

Some income, even though available, is not included in determining monthly gross income.

1. In-kind income is to be excluded in determining monthly gross income. In-kind income consists of any commodity, not in the form of cash, which is received by any member of the family unit. An example of income in-kind is meals supplied by an employer to a waitress.
2. The value of the coupon allotment under the Food Stamp Act of 1984 is excluded.
3. The value of supplemental food assistance under the Child Nutrition Act of 1966 and the special food service programs for children under National School Lunch Act, as amended is excluded.
4. Home produce used for household consumption is not counted as income.
5. Payments made directly to a vendor in behalf of a household member by a health or service agency (such as County Court, Division of Mental Health, etc.) are not considered as income unless these payments are specifically designated to pay child care expenses.
6. Rent or mortgage allowances from HUD are not considered income.
7. Funds withheld from any income source to repay an overpayment either voluntary or involuntary.
8. Missouri Senior Citizens' Tax Credit, which is based on individuals who rent or pay property tax, is not considered income.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

9. Mandatory deductions from military pay for education purposes while the individual is enlisted are excluded.

1210.025.10.25 LOANS

1. Bona fide loans and grants, except that part of a grant designated for living expenses or child care, is an income exclusion.

2. Any grant or loan to a student for educational purposes made or insured under any program administered by the Commissioner of Education under the Higher Education Act is excluded. These programs of student assistance include:

- Basic Educational Opportunity Grants;
- Supplemental Educational Opportunity Grants;
- The College Work Study Program;
- National Direct Student Loans; and
- Guaranteed Student Loans.

1210.025.10.30 OTHER

This section lists unusual sources of income. Exclude income from these sources when determining eligibility for Child Care Assistance.

1. Any funds distributed per capita to, or held in trust for, members of any Indian tribe under Public Law 92-254, Section 7 of Public Law 93-134, Public Law 94-540, Section 4 of Public Law 97- 458, or Section 2 of Public Law 98-64.

2. Pursuant to section 15 of Public Law 100-241, exclusions include any of the following distributions from a Native Corporation established pursuant to the Alaska Native Claims Settlement Act (Public Law 92-203):

- Cash (including cash dividends on stock received from a Native Corporation) to the extent that it does not exceed \$2000 per individual per year.
- Stock (including stock issued or distributed by a Native Corporation as a dividend or distribution on stock).
- A partnership interest in land; or an interest in land received from a Native Corporation as a dividend or distribution on stock.
- Interests in a settlement trust.

3. Tax refunds, and Earned Income Tax Credit (EITC) advance payments and EITC refunds.

4. That portion of lump sum insurance payments, which are for a specific purpose such as medical bills, compensation for loss of resources, etc.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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5. Reimbursements for past or future expenses, which do not exceed the actual expenses, do not represent a gain or benefit.
 6. Charitable contributions received from non-profit organizations of \$300 or less.
 7. The portion of a military retirement payment, which goes to an ex-spouse under a divorce decree property settlement, is not counted as income to a retiree.
 8. When the President declares a disaster, any Federal major disaster relief and emergency assistance provided to individuals and families under the Disaster Relief Act as amended and comparable assistance provided by States, local Governments, and disaster assistance organizations under Public Law 100-107.
 9. Restitution payments to the extent that the total does not exceed \$20,000.00, received by individuals of Japanese ancestry who were interned during World War II. These payments were authorized under section 105 of Public Law 100-383, the Civil Liberties Act of 1988.
 10. Restitution payments under \$12,000, received by Aleuts who were interned during World War II. These payments were authorized under section 206 of Public Law 100-383, Aleutian and Pribilof Islands Restitution Act.
 11. Payments received by an individual from the Radiation Exposure Compensation Act authorized by Public Law 101-426, enacted October 15, 1990.

1210.025.15 DEDUCTIONS FROM GROSS INCOME

Verify the cost of any monthly medical insurance premium. Allow the following deductions from the household's monthly gross income:

- Hospital/Physician insurance such as Blue Cross/Blue Shield,
- Dental/Vision insurance,
- Medicare Supplement policies,
- Cancer insurance,
- Nursing care, and,
- Other health insurance policies not included above.

Do not allow deductions for:

- Wage or income replacement policies,
- Accident policies,
- Life insurance policies,
- Disability policies, and
- Burial insurance policies.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Deduct from gross income the cost of any medical insurance premium.

Deduct the cost of the medical insurance premium from the applicant's gross income. Compare the remaining amount to the sliding fee chart to determine eligibility and the daily sliding fee amount per child.

3.3.3 Has the Lead Agency established additional eligibility conditions or priority rules, for example, income limits that vary in different parts of the State, special eligibility for families receiving TANF, or eligibility that differs for families that include a child with special needs? (658E(c)(3)(B), §98.16(g)(5), §98.20(b))

☒ No

☐ Yes, and the additional eligibility criteria are: (Terms must be defined in Appendix 2)

3.3.4 Has the Lead Agency elected to waive, on a case-by-case basis, the fee and income eligibility requirements for cases in which children receive, or need to receive, protective services, as defined in Appendix 2? (658E(c)(3)(B), 658P(3)(C)(ii), §98.20(a)(3)(ii)(A))

☐ Not Applicable, CCDF-funded child care is not provided in cases in which children receive, or need to receive, protective services.

☐ No

☒ Yes

3.3.5 Does the Lead Agency allow child care for children above age 13 but below age 19 who are physically and/or mentally incapable of self-care? (Physical and mental incapacity must then be defined in Appendix 2.) (658E(c)(3)(B), 658P(3), §98.20(a)(1)(ii))

☐ No

☒ Yes, and the upper age is 19.

3.3.6 Does the Lead Agency allow child care for children above age 13 but below age 19 who are under court supervision? (658P(3), 658E(c)(3)(B), §98.20(a)(1)(ii))

☐ No

☒ Yes, and the upper age is 19.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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- 3.3.7 Does the State choose to provide CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities? (§§98.20(a)(3)(ii), 98.16(f)(7))
- (X) Yes. (**NOTE:** This means that for CCDF purposes the State considers these children to be in protective services.)
- () No.
- Note: Children in foster care, who present a need for child care based on their special needs or extenuating circumstances, may access child care when their foster care parents are not working or are not in education/training activities if documented by their children's services worker
- 3.3.8 Does the State choose to provide respite child care to children in protective services? (§§98.16(f)(7), 98.20(a)(3)(ii)(A) & (B))
- () Yes.
- (X) No.

Section 3.4 - Priorities for Children

- 3.4.1 The following describes the priorities for serving CCDF-eligible children including how priority required by the statute is given to children of families with very low family income and children with special needs: (Terms must be defined in Appendix 2) (658E(c)(3)(B))

Children with special needs continue to rank high among our priorities. Payment is allowed for special needs children at their functional age instead of their chronological age. Providers who care for a special needs child may have their base rate of reimbursement enhanced by 25%. Example: A provider caring for a seven year old who functions at age one is paid at the higher infant rate and that rate would be enhanced by 25% above the base infant rate.

Families with very low income are required to pay a sliding fee of \$1.00 per year as their portion of the child care cost. Families with income slightly higher will pay a sliding fee based on their income and household size. (3.4.1-Attachment A).

Teen parents, ages 13-19 continue to be given priority if child care is necessary for them to remain in school.

- 3.4.2 The following describes how CCDF funds will be used to meet the needs of families receiving Temporary Assistance for Needy Families (TANF), those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF. (658E(c)(2)(H), Section 418(b)(2) of the Social Security Act, §§98.50(e), 98.16(g)(4))

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Missouri's child care program is based on income and need for care. Families whose income falls within the income guidelines will be served, regardless of their participation or status within the TANF program.

- 3.4.3 The following describes how the Lead Agency addresses situations in which funding is not sufficient to serve all families that are technically eligible under State policies:

N/A

Section 3.5 - Sliding Fee Scale for Child Care Services

- 3.5.1 A sliding fee scale, which is used to determine each family's contribution to the cost of child care, must vary based on income and the size of the family. A copy of this sliding fee scale for child care services and an explanation of how it works is provided as Attachment: 3.5.1 Attachment A_.

The attached fee scale is effective as of _1991.

Will the Lead Agency use additional factors to determine each family's contribution to the cost of child care? (658E(c)(3)(B), §98.42(b))

() No.

(X) Yes, and the following describes any additional factors that will be used to determine a family's contribution including, but not limited to, a maximum amount (family cap), number of children in care, cost of care, and/or whether care is full or part-time:

The sliding fee is also based on the daily number of hours in care per child.
Please refer to 3.5.1. Attachment A.

- 3.5.2 Is the sliding fee scale provided in the attachment in response to question 3.5.1 used in all parts of the State? (658E(c)(3)(B))

(X) Yes

() No, and other scale(s) and their effective date(s) are provided as Attachment _____.

- 3.5.3 The Lead Agency may waive contributions from families whose incomes are at or below the poverty level for a family of the same size, (§98.42(c)), and the poverty level used by the Lead Agency for a family of 3 is: \$ 1482.

The Lead Agency must elect ONE of these options:

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

- () ALL families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee.
- () ALL families, including those with incomes at or below the poverty level for families of the same size, ARE required to pay a fee.
- (X) SOME families with income at or below the poverty level for a family of the same size ARE NOT required to pay a fee. A description of these families is:

Our protective services children, families whose parents are incapacitated, and special needs children do not pay sliding fees.

3.5.1 Attachment A:

CHILD CARE INCOME ELIGIBILITY GUIDELINES AND SLIDING FEE CHART

NUMBER OF PERSONS PER HOUSEHOLD					DAILY COST PER CHILD IN CARE		
1	2	3	4	5	FULL DAY	HALF DAY	PART DAY
0-417	0-545	0-674	0-802	0-930	\$1.00	Per	Year*
418-500	546-654	675-808	803-962	931-1116	.50	.35	.25
501-583	655-763	809-943	963-1122	1117-1302	.75	.50	.35
584-667	764-872	944-1078	1123-1283	1303-1488	1.00	.65	.45
668-750	873-981	1079-1212	1284-1443	1489-1674	2.00	1.30	.90
751-834	982-1090	1213-1347	1444-1604	1675-1860	3.00	1.95	1.35
835-917	1091-1199	1348-1482	1605-1764	1861-2046	4.00	2.60	1.80
FAMILIES WITH INCOME HIGHER THAN THIS SCALE PAY THE ENTIRE COST OF CHILD CARE							
6	7	8	9	10	FULL DAY	HALF DAY	PART DAY
0-1058	0-1082	0-1106	0-1130	0-1154	\$1.00	Per	Year*
1059-1270	1083-1299	1107-1328	1131-1356	1155-1385	.50	.35	.25
1271-1482	1300-1515	1329-1549	1357-1582	1386-1616	.75	.50	.35
1483-1693	1516-1732	1550-1770	1583-1808	1617-1847	1.00	.65	.45
1694-1905	1733-1948	1771-1991	1809-2034	1848-2078	2.00	1.30	.90
1906-2117	1949-2165	1992-2213	2035-2261	2079-2309	3.00	1.95	1.35
2118-2328	2166-2381	2214-2434	2262-2487	2310-2539	4.00	2.60	1.80
FAMILIES WITH INCOME HIGHER THAN THIS SCALE PAY THE ENTIRE COST OF CHILD CARE							
11	12	13	14	15	FULL DAY	HALF DAY	PART DAY
0-1179	0-1203	0-1227	0-1251	0-1275	\$1.00	Per	Year*
1180-1414	1204-1443	1228-1472	1252-1501	1276-1529	.50	.35	.25
1415-1650	1444-1684	1473-1717	1502-1751	1530-1784	.75	.50	.35
1651-1886	1685-1924	1718-1962	1752-2001	1785-2039	1.00	.65	.45
1887-2121	1925-2165	1963-2208	2002-2251	2040-2294	2.00	1.30	.90
2122-2357	2166-2405	2209-2453	2252-2501	2295-2549	3.00	1.95	1.35
2358-2593	2406-2646	2454-2698	2502-2751	2550-2804	4.00	2.60	1.80
FAMILIES WITH INCOME HIGHER THAN THIS SCALE PAY THE ENTIRE COST OF CHILD CARE							
16	17	18	19	20	FULL DAY	HALF DAY	PART DAY

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

0-1299	0-1323	0-1347	0-1371	0-1395	\$1.00	Per	Year*
1300-1559	1324-1587	1348-1616	1372-1645	1396-1674	.50	.35	.25
1560-1818	1588-1852	1617-1885	1646-1919	1675-1953	.75	.50	.35
1819-2078	1853-2116	1886-2155	1920-2193	1954-2232	1.00	.65	.45
2079-2338	2117-2381	2156-2424	2194-2467	2233-2511	2.00	1.30	.90
2339-2598	2382-2646	2425-2694	2468-2742	2512-2790	3.00	1.95	1.35
2599-2857	2647-2910	2695-2963	2743-3016	2791-3068	4.00	2.60	1.80

PART-DAY CARE IS ONE HALF HOUR TO 2 HOURS 59 MINUTES OF CARE

HALF-DAY CARE IS THREE HOURS TO 4 HOURS 59 MINUTES OF CARE

FULL-DAY CARE IS FIVE OR MORE HOURS OF CARE

*FAMILIES IN THIS INCOME GROUP SHALL PAY \$1.00 PER YEAR WHICH CONSTITUTES THE PERIODIC PAYMENT FOR THE ELIGIBILITY PERIOD.

3.5.1 Attachment A:

Missouri's Income and Sliding Fee Chart

- Locate the family's household size from the boxes numbered 1 through 20.
- Locate the family's countable income within their appropriate household size box.
- Travel to the sliding fee chart on the right to obtain the Full-, Half-, and Part-day of care sliding fee which is payable per child.

Example: A family consisting of a parent and two children, where the family income is \$892.00 per month, pays \$.75, \$.50, or \$.35 per day per child, based on the amount of care for each child. The sliding fees are payable on a monthly or weekly basis per the arrangements between the parent and the provider.

3.5.4 Does the Lead Agency have a policy that prohibits a child care provider from charging families any unsubsidized portion of the provider's normal fees (in addition to the contributions discussed in 3.5.1)? (§98.43(b)(3))

() No

(X) Yes, please describe:

Providers may not charge an additional amount for care of children in Protective Services, Alternative Care, or Adoptive Placements throughout the Division of Family Services.

3.5.5 The following is an explanation of how the copayments required by the Lead Agency's sliding fee scale(s) are affordable: (§98.43(b)(3))

Available child care is affordable when the cost of care does not exceed ten percent of a family's gross income, less medical insurance premiums. This ten percent includes a family's sliding fee

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

and any additional co-payment a family is required to pay. This ten percent does not include federal, state, or local child care subsidy.

The sliding fee rates for Missouri families are based on this definition. A sliding fee chart is attached (3.5.1-Attachment A). The family's sliding fee is located on the chart based on the number of persons in the child care household, the family's countable income, and the level of care for each child.

A family consisting of a parent and two children, where the family income is \$892.00 per month, pays approximately 3.6%* of their monthly income for child care when both children are in care on a full-time basis.

*3.6% = \$892.00/monthly income results in daily sliding fees of \$.75/\$.50/\$.35 per child. The sliding fee for full time care is \$.75/day per child. \$.75 x 5 days per week = \$3.75/week x 4.333 weeks per month = \$16.25 per month per child. \$16.25 x 2 children = \$32.50 monthly sliding fee for this family. Sliding fee / Monthly income = percentage of income attributed to child care sliding fees. \$32.50/\$892.00 = 3.6% per month.

Section 3.6 - Certificate Payment System

A child care certificate means a certificate, check, or other disbursement that is issued by the Lead Agency directly to a parent who may use it only to pay for child care services from a variety of providers including community and faith-based providers (center-based, group home, family and in-home child care), or, if required, as a deposit for services. (658E(c)(2)(A)), 658P(2), §§98.2, 98.16(k), 98.30(c)(3) & (e)(1))

Describe the overall child care certificate payment process, including, at a minimum:

3.6.1 A description of the form of the certificate: (§98.16(k))

Once eligibility is determined, the eligible family receives a pre-printed voucher/authorization letter listing the parent and child names, and the authorization dates.

This is one example of a system generated approval letter to the parent that states:

- the child care assistance eligibility begin and end dates,
- names of children eligible for child care subsidy,
- sliding fee rate per child,
- hearing rights,
- local legal services agency name, address, and telephone number, and,
- subsidy agency caseworker and telephone number.

If the parent has selected a child care provider prior to the eligibility determination on their application for subsidy, the parent's system generated notice contains parent and child names, child eligibility begin and end dates, name of selected provider, sliding fee rates, special needs indicator, level of care for the child, family income considered in the eligibility determination,

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

hearing rights, reporting requirements, local legal services agency name and contact information, and subsidy agency caseworker and telephone number. 3.6.1 Attachment A.

In addition to the system generated notification of eligibility to the family, a notice of eligibility is also mailed to the selected provider. This notice contains the child's name, eligibility begin and end dates, level of care for child, sliding fee per child, and, subsidy agency caseworker/telephone number. 3.6.1 Attachment B.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

3.6.1 Attachment A.

ACTION NOTICE		Date																									
6.2 Head of EU SAMPLE FAMILY CHILD CARE APPROVAL LETTER 1		DCN 1111111111																									
<p><i>The child(ren) listed below are eligible for child care assistance from 02-27-2001 through 01-31-2002. The Division of Family Services will pay your child care provider for a portion of your child care expenses. In order to receive this payment, your child care provider must send us child care invoices on a monthly basis. Invoices must be signed by your child care provider. Certain providers must also send in attendance sheets, which track the hours and days when care is provided. You must sign these attendance sheets on a daily basis. Sliding fee amounts are based on your child care household's size and income. Sliding fee amounts for your household are listed below. If the amount listed is \$0.00 (zero,) your required sliding fee amount is actually one dollar per year. This amount is automatically withheld from the first check issued to your provider each year. Sliding fee amounts do not apply to children with defined special needs.</i></p> <p>If your provider charges more than the state maximum, it is your responsibility to pay this excess amount to your provider.</p> <table><tr><td>CHILD(REN) NAME(S) CHILD 1</td><td>DCN 4444444444</td><td>PROVIDER NAME: I KNOW MY ABC'S CHILD CARE</td><td>SPECIAL NEEDS: N</td></tr><tr><td>CHILD 2</td><td>5555555555</td><td>BEGIN DATE: 02-27-2001</td><td>END DATE: 01-31-2002</td></tr></table> <table><tr><td>FULL DAYTIME PER MONTH: 11</td><td>FULL EVE/WKEND UNIT PER MONTH: 03</td><td colspan="2">SLIDING FEE/DAY/CHILD:</td></tr><tr><td>HALF DAYTIME PER MONTH: 06</td><td>HALF EVE/WKEND UNIT PER MONTH:</td><td>FULL-TIME</td><td>HALF-TIME</td></tr><tr><td>PART DAYTIME PER MONTH:</td><td>PART EVE/WKEND UNIT PER MONTH:</td><td>\$4.00</td><td>\$2.60</td></tr><tr><td></td><td></td><td></td><td>PART-TIME \$1.80</td></tr></table> <p>The net countable income was determined with the following formula: Adjusted gross income of \$1,474.19 minus medical insurance premium of \$20.00 = a net countable income of \$1454.19.</p> <p>IF YOU: * DISAGREE WITH THIS DECISION, * DISAGREE WITH THE AMOUNT OF THE SLIDING FEE FOR CHILD CARE, * HAVE QUESTIONS REGARDING THIS NOTICE, OR, * WOULD LIKE TO REQUEST A FAIR HEARING,</p> <p>CONTACT YOUR LOCAL DIVISION OF FAMILY SERVICES OFFICE AT THE ADDRESS ON THE FRONT OF THIS LETTER. YOU HAVE 90 DAYS TO REQUEST A HEARING.</p> <p>IF YOU AGREE WITH THE ABOVE DECISION, YOU DO NOT HAVE TO REQUEST A HEARING.</p> <p>IF YOU: * DISAGREE WITH THIS DECISION, * DISAGREE WITH THE AMOUNT OF THE SLIDING FEE FOR CHILD CARE, * HAVE QUESTIONS REGARDING THIS NOTICE, OR, * WOULD LIKE TO REQUEST A FAIR HEARING,</p> <p>CONTACT YOUR LOCAL DIVISION OF FAMILY SERVICES OFFICE AT THE ADDRESS ON THE FRONT OF THIS LETTER. YOU HAVE 90 DAYS TO REQUEST A HEARING.</p> <p>IF YOU AGREE WITH THE ABOVE DECISION, YOU DO NOT HAVE TO REQUEST A HEARING.</p> <p>IF YOU REQUEST A HEARING: * YOU MAY REPRESENT YOURSELF, * AN ATTORNEY MAY REPRESENT YOU, * OTHER PERSONS WHO HAVE KNOWLEDGE OF YOUR SITUATION MAY REPRESENT YOU, * YOU HAVE THE RIGHT TO PRESENT WITNESSES IN YOUR OWN BEHALF, AND, * YOU HAVE THE RIGHT TO QUESTION WITNESSES WHO APPEAR AT THE REQUEST OF THE DIVISION OF FAMILY SERVICES.</p> <p>FOR THE POSSIBILITY OF FREE LEGAL SERVICES, CONTACT SOUTHEAST MO LEGAL SERVICES, 116 N MAIN ST, CHARLESTON, MO 63834, 800-888-8888. (RSMo</p>				CHILD(REN) NAME(S) CHILD 1	DCN 4444444444	PROVIDER NAME: I KNOW MY ABC'S CHILD CARE	SPECIAL NEEDS: N	CHILD 2	5555555555	BEGIN DATE: 02-27-2001	END DATE: 01-31-2002	FULL DAYTIME PER MONTH: 11	FULL EVE/WKEND UNIT PER MONTH: 03	SLIDING FEE/DAY/CHILD:		HALF DAYTIME PER MONTH: 06	HALF EVE/WKEND UNIT PER MONTH:	FULL-TIME	HALF-TIME	PART DAYTIME PER MONTH:	PART EVE/WKEND UNIT PER MONTH:	\$4.00	\$2.60				PART-TIME \$1.80
CHILD(REN) NAME(S) CHILD 1	DCN 4444444444	PROVIDER NAME: I KNOW MY ABC'S CHILD CARE	SPECIAL NEEDS: N																								
CHILD 2	5555555555	BEGIN DATE: 02-27-2001	END DATE: 01-31-2002																								
FULL DAYTIME PER MONTH: 11	FULL EVE/WKEND UNIT PER MONTH: 03	SLIDING FEE/DAY/CHILD:																									
HALF DAYTIME PER MONTH: 06	HALF EVE/WKEND UNIT PER MONTH:	FULL-TIME	HALF-TIME																								
PART DAYTIME PER MONTH:	PART EVE/WKEND UNIT PER MONTH:	\$4.00	\$2.60																								
			PART-TIME \$1.80																								

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT
STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

13 CSR 40-32.010).

CHILD CARE REPORTING REQUIREMENTS

REPORT ANY OF THE FOLLOWING CHANGES IMMEDIATELY TO YOUR CHILD CARE WORKER:

- ANY CHANGES IN INCOME, INCLUDING EMPLOYMENT, LOSS OF EMPLOYMENT, OR PLACE OF EMPLOYMENT.
- ANY CHANGES IN WORK, SCHOOL, OR TRAINING SCHEDULES.
- ANY CHANGES IN CHILD CARE PROVIDER OR HOURS CARE IS NEEDED.
- ANY CHANGES IN MEDICAL INSURANCE PREMIUMS.
- ANY CHANGES IN HOUSEHOLD MEMBERS.
- ANY CHANGES IN RESIDENCE.

If you have any questions or require further information, please contact:

Caseworker: name

Telephone: 999-999-9999

Caseload: 99999

FA-150 (10/99)

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

3.6.1 Attachment B

ACTION NOTICE		Date									
6.3 Head of EU SAMPLE FAMILY CHILD CARE APPROVAL LETTER 2		DCN 1111111111									
<p>The child(ren) listed below is(are) eligible for child care benefits beginning with 03-15-2001 through 02-28-2002. In order to receive these benefits, you must find a child care provider. Your child(ren) is(are) now on a waiting list since you do not have a provider. If you do not find a child care provider within the next thirty (30) days, your household's eligibility for child care assistance may end.</p> <p>Please notify your worker when you locate a child care provider. Your household's eligibility for child care assistance may be redetermined at that time.</p> <table><tr><td>Name of child(ren)</td><td>DCN</td></tr><tr><td>Child 1</td><td>2222222222</td></tr><tr><td>Child 2</td><td>3333333333</td></tr></table> <p>The net countable income was determined with the following formula: adjusted gross income of \$900.00 minus medical insurance premiums of \$0.00 = net countable income of \$900.00.</p> <p>IF YOU:</p> <ul style="list-style-type: none">* DISAGREE WITH THIS DECISION,* DISAGREE WITH THE AMOUNT OF THE SLIDING FEE FOR CHILD CARE,* HAVE QUESTIONS REGARDING THIS NOTICE, OR,* WOULD LIKE TO REQUEST A FAIR HEARING, <p>CONTACT YOUR LOCAL DIVISION OF FAMILY SERVICES OFFICE AT THE ADDRESS ON THE FRONT OF THIS LETTER. YOU HAVE 90 DAYS TO REQUEST A HEARING.</p> <p>IF YOU AGREE WITH THE ABOVE DECISION, YOU DO NOT HAVE TO REQUEST A HEARING.</p> <p>IF YOU REQUEST A HEARING:</p> <ul style="list-style-type: none">* YOU MAY REPRESENT YOURSELF,* AN ATTORNEY MAY REPRESENT YOU,* OTHER PERSONS WHO HAVE KNOWLEDGE OF YOUR SITUATION MAY REPRESENT YOU,* YOU HAVE THE RIGHT TO PRESENT WITNESSES IN YOUR OWN BEHALF, AND,* YOU HAVE THE RIGHT TO QUESTION WITNESSES WHO APPEAR AT THE REQUEST OF THE DIVISION OF FAMILY SERVICES. <p>FOR THE POSSIBILITY OF FREE LEGAL SERVICES, CONTACT SOUTHEAST MO LEGAL SERVICES, 116 N MAIN ST, CHARLESTON, MO 63834, 800-888-8888. (RSMo 13 CSR 40-32.010).</p> <p>CHILD CARE REPORTING REQUIREMENTS</p> <p>REPORT ANY OF THE FOLLOWING CHANGES IMMEDIATELY TO YOUR CHILD CARE WORKER:</p> <ul style="list-style-type: none">• ANY CHANGES IN INCOME, INCLUDING EMPLOYMENT, LOSS OF EMPLOYMENT, OR PLACE OF EMPLOYMENT.• ANY CHANGES IN WORK, SCHOOL, OR TRAINING SCHEDULES.• ANY CHANGES IN CHILD CARE PROVIDER OR HOURS CARE IS NEEDED.• ANY CHANGES IN MEDICAL INSURANCE PREMIUMS.• ANY CHANGES IN HOUSEHOLD MEMBERS.• ANY CHANGES IN RESIDENCE. <p>IF YOU HAVE QUESTIONS OR REQUIRE FURTHER INFORMATION, PLEASE CONTACT:</p> <table><tr><td>CASEWORKER: NAME</td><td>TELEPHONE: 999-999-9999</td><td>LOAD NUMBER: 99999</td></tr></table>			Name of child(ren)	DCN	Child 1	2222222222	Child 2	3333333333	CASEWORKER: NAME	TELEPHONE: 999-999-9999	LOAD NUMBER: 99999
Name of child(ren)	DCN										
Child 1	2222222222										
Child 2	3333333333										
CASEWORKER: NAME	TELEPHONE: 999-999-9999	LOAD NUMBER: 99999									

FA-150 (10/99)

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

-
- 3.6.2 A description of how the certificate program permits parents to choose from a variety of child care settings by explaining how a parent moves from receipt of the certificate to the choice of provider: (658E(c)(2)(A)(iii), 658P(2), §§98.2, 98.30(c)(4) & (e)(1) & (2))

The parent may take this authorization letter to the provider of choice along with the Provider Registration documents. If the selected provider is not currently licensed or registered, the parent presents the Provider Registration documents to the provider for completion. These must be returned to the lead agency prior to payment to a provider on behalf of an eligible family.

The Provider Registration documents are:

- Provider Registration Form, 3.6.2 Attachment A,
- Information about Registration, Health and Safety Certification, Background Screening, and Invoicing, 3.6.2 Attachment B
- Health and Safety Certification Form, 3.6.2 Attachment C
- Child Care Provider Agreement Form, 3.6.2 Attachment D
- Child Care Voucher Participant Agreement Information Form, 3.6.2 Attachment E and,
- Background Screening Form, 3.6.2 Attachment F

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT
STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Child Care Provider Registration/Direct Payment Information, 3.6.2 Attachment A:

MISSOURI DEPARTMENT OF SOCIAL SERVICES DIVISION OF FAMILY SERVICES CHILD CARE PROVIDER REGISTRATION/DIRECT PAYMENT INFORMATION		DPS USE ONLY	
PROVIDER FACILITY NAME		PROVIDER COUNTY FIPS	FACILITY TYPE <input type="checkbox"/> DH <input type="checkbox"/> QH <input type="checkbox"/> DC
PROVIDER PHYSICAL LOCATION		BEGIN DATE	END DATE
CITY	STATE	ZIP	
MAILING ADDRESS		TELEPHONE ()	
SOCIAL SECURITY OR TAX-ID NUMBER		PROVIDER COUNTY	
CHILD CARE IS PROVIDED IN: <input type="checkbox"/> My home <input type="checkbox"/> The child's home <input type="checkbox"/> In a separate child care facility			
PROVIDER QUALIFICATIONS I am licensed by Missouri Department of Health, or I am exempt from Missouri Child Care Licensing requirements for the following reasons (check one): <input type="checkbox"/> I care for 4 or less unrelated children (FOL). <input type="checkbox"/> I received a letter of exemption from Missouri Department of Health stating my child care program is exempt from state licensing requirements. Facility name for which exemption was granted, if different from above _____ <input type="checkbox"/> My child care facility is not located in Missouri. I am: <input type="checkbox"/> Licensed by the state in which my facility is located (OPL), or, <input type="checkbox"/> Granted an exemption by the state in which my facility is located (OPU).			
IMPORTANT: If you do not meet one of the above requirements, you must contact your local Division of Family Services Office for further instructions.			
NO. OF UNRELATED CHILDREN IN CARE	TOTAL NO. OF CHILDREN IN CARE	RELATIONSHIP TO THE CHILDREN IN CARE	
<input type="checkbox"/> Yes <input type="checkbox"/> No I am a child care provider age 18 or older <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to accept direct payment from the state by submitting billing invoices <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to have my payments direct deposited. <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide daytime care from 6:00 a.m. to 6:00 p.m. <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide evening care after 6:01 p.m. to 5:59 a.m. <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide weekend care from Saturday morning at 6:00 a.m. to Sunday evening at 6:00 p.m. <input type="checkbox"/> Yes <input type="checkbox"/> No I am an accredited child care provider. My accrediting organization is _____ <input type="checkbox"/> Yes <input type="checkbox"/> No I am providing care to a disproportionate share of children receiving child care subsidy benefits. Number of children receiving subsidy benefits _____ <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to provide care to a child with special needs. <input type="checkbox"/> Yes <input type="checkbox"/> No I have other household members age 18 or older.			
I CHARGE THE FOLLOWING RATES FOR THESE AGES AND TIMES OF CARE:			
		DAYTIME RATE	EVENING RATE
Birth to 2 yrs	5 or more hours of care		
Birth to 2 yrs	3 hours but less than 5 hours		
Birth to 2 yrs	Less than 3 hours of care		
2 yrs to 5 yrs	5 or more hours of care		
2 yrs to 5 yrs	3 hours but less than 5 hours		
2 yrs to 5 yrs	Less than 3 hours of care		
5 yrs or older	5 or more hours of care		
5 yrs or older	3 hours but less than 5 hours		
5 yrs or older	Less than 3 hours of care		
I understand by signing this registration form that I become a registered child care provider with the state of Missouri. I understand that registration allows some state assisted children, for whom I provide care, to qualify for reimbursement of child care services that I provide, upon determination of their eligibility for certain state paid child care assistance programs. By signing this form, I agree to the following: • I will provide parental access to the parent's child, myself, and any records I have on such child at any time. • I am physically and emotionally able to provide care to children. • I understand that any complaints against my child care home/center, relating to program rules and to the health and/or safety of the children for whom I provide care, will be investigated by a representative of the Division of Family Services and/or the Department of Health.			
BY SIGNING THIS FORM, I CERTIFY THAT THE INFORMATION GIVEN IS TRUE AND CORRECT UPON PENALTY OF LOSING REGISTERED STATUS AND PAYMENT FROM DIVISION OF FAMILY SERVICES: SIGNATURE _____ DATE _____			
Registration is completed on an annual basis. After one year, you are required to re-register.			
Additional information on child care professional development is available through your local Division of Family Services office at _____			
The Department of Health Child Care Licensing unit can provide technical assistance and additional information on health and safety issues or if you wish to become a licensed child care provider. Please contact Department of Health at _____			
CASEWORKER/CASE MANAGER	COUNTY	LOAD NO.	

MO 885-2834 (6-99)

DISTRIBUTION: WHITE - AGENCY CANARY - PROVIDER

IM-91

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

- Information about Registration, Health and Safety Certification, Background Screening, and Invoicing, 3.6.2 Attachment B:



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES
INCOME MAINTENANCE

CHILD CARE PROVIDER REGISTRATION, HEALTH AND SAFETY CERTIFICATION, BACKGROUND SCREENING AND INVOICING INFORMATION

REGISTRATION/HEALTH AND SAFETY CERTIFICATION/BACKGROUND SCREENING

In order for certain families to qualify for state assistance with payment for child care services, they must use a provider who is registered with the Missouri Division of Family Services.

Registration is a simple process. To register, you must:

1. Fill out the enclosed Child Care Provider Registration Form. By signing this form you are stating that all information given on the form is true. Return the form to your local Division of Family Services office immediately.
2. Provide proof of your Social Security Number or federal or state tax identification numbers if for a business or organization.
3. Complete the enclosed Caregiver Background Screening Form. Any other household members age 18 or older must also complete the background screening form. By signing this form you are agreeing to the following screenings:
 - Child Abuse or Neglect History
 - Family Foster Care Licensing
 - Child Day Care Licensing
 - State Criminal Background History

If the screening does find a Child Abuse or Neglect history, revocation of Foster Care or Day Care license, or a specified felony/misdemeanor conviction in the Criminal Background Check, you will not be eligible to receive payment from the Division of Family Services as a registered child care provider. The family can not be reimbursed for payments made to a child care provider if any of the above screenings reveal this information. No payment can be made until the background screening has been completed and returned showing no history on the stated screenings.

4. You will also receive the Provider Health and Safety Certification form. By complying with the requirements of this form you are meeting certain guidelines of the Child Care and Development Fund. Complete this form and return it to the local Division of Family Services office along with the other forms. The Child Care and Development Fund requires that the provider meet health and safety requirements before the family becomes eligible to receive assistance with child care services. Payment can not be made for services provided without receipt of this form by the Division of Family Services. Therefore, it is important that you return this completed form as soon as possible.

CHILD CARE INVOICES

As a child care provider, you will receive payment directly from the state for child care services you provide to eligible families. You will receive an authorization letter when the child is determined eligible. This letter gives specific payment information for that child. You will then receive an invoice in the mail at the end of each month. You must complete this invoice and return it to the local Division of Family Services office for payment. Payment is received approximately two weeks after the form is received in the county office.

Along with these forms, you will receive the Child Care Provider Agreement. If you agree to accept the child into care, you and the parent of the child named on the form must co-sign the form and return it along with the Registration form, Caregiver Background Screening form, and Health and Safety Certification form to the local Division of Family Services office.

Return these forms to the Division of Family Services office located at:

If you have questions regarding completion of the forms mentioned above, contact:

CASE/WORK/FUCASE/ MANAGER

PHONE

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

- Health and Safety Certification Form, 3.6.2 Attachment C:



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES

CHILD CARE PROVIDER HEALTH AND SAFETY CERTIFICATION

DFS USE ONLY

PROVIDER NAME: _____

PROVIDER DVN: _____

In order to receive payments from the Division of Family Services and Child Care and Development Fund, the child care provider is required to comply with the health and safety requirements outlined in this notice.

CHILD HEALTH AND IMMUNIZATIONS

MISSOURI LAW 210.003 REQUIRES CHILD CARE PROVIDERS CARING FOR TEN (10) OR MORE CHILDREN TO OBTAIN FROM THE FAMILY VERIFICATION THAT THE CHILD HAS BEEN IMMUNIZED AGAINST CERTAIN INFECTIOUS DISEASES.

• MISSOURI LAW ALSO REQUIRES SCHOOL-AGE CHILDREN TO BE PROPERLY IMMUNIZED BEFORE ENTERING SCHOOL.

• IF YOU CARE FOR TEN (10) OR MORE CHILDREN:

1) THE DEPARTMENT OF HEALTH REQUIRES YOU TO FILE A YEARLY SUMMARY REPORT NO LATER THAN JANUARY 15 OF EACH YEAR.

2) ATTACH A COPY OF THIS IMMUNIZATION SUMMARY REPORT TO THIS HEALTH AND SAFETY CERTIFICATION.

3) IF YOU DID NOT FILE AN IMMUNIZATION SUMMARY REPORT, CONTACT THE MISSOURI DEPARTMENT OF HEALTH, BUREAU OF IMMUNIZATION, P.O. BOX 570, JEFFERSON CITY, MO 65102. (573) 751-6133.

• IF YOU CARE FOR LESS THAN TEN (10) CHILDREN:

1) REVIEW THE PAMPHLET PROVIDED BY THE DIVISION OF FAMILY SERVICES REGARDING PREVENTION AND CONTROL OF INFECTIOUS DISEASES.

2) REFER FAMILIES TO THEIR FAMILY PRACTITIONER OR THE LOCAL PUBLIC HEALTH DEPARTMENT WHEN A CHILD IS IN NEED OF IMMUNIZATIONS.

FIRE SAFETY REQUIREMENTS

IN ORDER TO RECEIVE CHILD CARE PAYMENTS FROM THE DIVISION OF FAMILY SERVICES, YOU MUST BE IN COMPLIANCE WITH ALL LOCAL FIRE AND SAFETY CODES.

• IF YOUR LOCAL CODE REQUIRES YOU TO HAVE A FIRE INSPECTION FOR YOUR FACILITY OR FOR YOUR HOME, IF YOU PROVIDE CHILD CARE SERVICES IN YOUR HOME, YOU MUST:

1) ATTACH A COPY OF THE LOCAL FIRE INSPECTION CERTIFICATE OR REPORT.

2) TELL US THE NAME OF YOUR LOCAL FIRE DISTRICT: _____ NEXT INSPECTION DUE: _____.

• IF YOU LIVE IN AN AREA THAT HAS NO LOCAL FIRE CODES, YOU MUST MEET THE FOLLOWING REQUIREMENTS:

1) DEVELOP A FIRE EVACUATION PLAN

2) POST YOUR WRITTEN FIRE EVACUATION PLAN IN A VISIBLE LOCATION IN YOUR FACILITY.

3) HAVE AT LEAST ONE (1) WORKING SMOKE ALARM.

4) HAVE AT LEAST ONE (1) WORKING DRY CHEMICAL FIRE EXTINGUISHER THAT:

• IS EASILY ACCESSIBLE.

• MEETS MINIMUM CLASSIFICATIONS WITH A CODE OF 1A10BC, IF YOU CARE FOR LESS THAN TEN (10) CHILDREN, OR

• MEETS MINIMUM CLASSIFICATIONS WITH A CODE OF 2A10BC, IF YOU CARE FOR MORE THAN TEN (10) CHILDREN.

COMPLAINTS AGAINST CHILD CARE PROVIDERS

• COMPLAINTS AGAINST PROVIDERS THAT DO NOT FOLLOW THE HEALTH AND SAFETY REQUIREMENTS ARE INVESTIGATED BY THE DIVISION OF FAMILY SERVICES.

• THE DIVISION OF FAMILY SERVICES ENDS PAYMENTS TO CHILD CARE PROVIDERS WHO DO NOT FOLLOW THE HEALTH AND SAFETY REQUIREMENTS.

CHILD CARE PROVIDER CERTIFICATION

BY SIGNING THIS FORM, I CERTIFY THAT

• I am committed to providing a healthy and safe environment for the children in my care.

• I have complied with the health and safety requirements as listed above.

• I have provided proof that I have complied with these health and safety requirements to the families with children in my care.

• I have completed the child care provider background screening form to check for child abuse/neglect, criminal conviction, foster care license revocation and child care license revocation. All household members over the age of 18 have also completed the background screening.

• I have been tested for Tuberculosis (TB).

• I have immediate access to a telephone, or have notified the parent(s) that I do not have immediate access to a telephone.

• Payments from the Division of Family Services may end if I do not follow the above health and safety requirements.

PROVIDER SIGNATURE

DATE

PARENT CERTIFICATION

BY SIGNING THIS FORM, I CERTIFY THAT:

• I AGREE THAT THE ABOVE STATEMENTS ARE TRUE AND MY CHILD'S CAREGIVER MEETS THE HEALTH AND SAFETY REQUIREMENTS AS OUTLINED ABOVE.

PARENT SIGNATURE

DATE

CASEWORKER/CASE MANAGER

COUNTY

LOAD NUMBER

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

- Child Care Provider Agreement Form, 3.6.2 Attachment D:

MISSOURI DEPARTMENT OF SOCIAL SERVICES DIVISION OF FAMILY SERVICES CHILD CARE PROVIDER AGREEMENT		DFS USE ONLY	
		PROVIDER NAME	
		PROVIDER DWN	
RETURN WHITE COPY TO: LOCAL DFS OFFICE ADDRESS			
<p>The purpose of this agreement is to inform the child care provider of registration, health and safety certification, billing requirements, and the payment process used by Missouri Division of Family Services, also referred to as "The Division".</p> <p>Payment to a provider is made for children who are eligible for child care subsidy through the Child Care and Development Fund.</p> <p>The provider agrees to offer services without regard to the race, color, national origin, gender, disability, or religion of a child or family in accordance with the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Omnibus Reconciliation Act of 1981, and the Americans with Disabilities Act of 1990.</p> <p>The provider agrees to immediately report suspected child abuse or neglect to the Division by telephoning a report to 1-800-392-3738, the Missouri Child Abuse and Neglect Hotline. Missouri Law 210.115, states that "day care center workers or other child care workers" are mandated reporters of suspected child abuse or neglect. Failure to comply with this law will be cause for immediate suspension or termination of this agreement.</p> <p>The provider agrees to maintain the confidentiality of any child or family whose child care costs are paid through the subsidy program.</p> <p>The provider will not charge families eligible for subsidy care a higher rate than other families with children in care.</p> <p>This agreement does not guarantee a child's eligibility for child care subsidy. Child eligibility notification is sent as a separate notification.</p> <p>By signing this form, the parent and the provider agree to the terms outlined in this document.</p>			
CHILD CARE PROVIDER REQUIREMENTS			
PROVIDER REGISTRATION			
<p>The PROVIDER agrees to:</p> <p>Complete and return the Provider Registration form to the local Division of Family Services office.</p> <p>Maintain compliance with Missouri Department of Health requirements, if granted license-exempt status.</p> <p>Complete and return the Health and Safety Certification form to the local Division of Family Services office.</p> <p>Provide proof of a valid social security number or tax-identification number at the time of registration.</p> <p>A mandatory background screening conducted by the Division of Family Services.</p>			
PROVIDER PAYMENT PROCESS			
<p>The PROVIDER agrees to:</p> <p>Accept payment from the Division on behalf of all eligible families whose children are in their care.</p> <p>Accept payment for child care services from the Division, with the knowledge that:</p> <p>The Division pays for child care services at the provider rate or the state standard rate, whichever is lower, less the sliding fee if required.</p> <p>The provider rate is obtained from the registration form completed by the provider and returned to the Division.</p> <p>The state standard rate is determined by the geographical location of the provider, the hours of care provided, the type of child care provider, and the age of the child.</p>			
ADDITIONAL REQUIREMENTS CONTINUED ON THE REVERSE SIDE OF THIS FORM			
PROVIDER CERTIFICATION			
<p>By signing this form, I certify that I will follow the procedures outlined in this notification for child care providers registered with the state of Missouri.</p> <p>The information which I provided to the Division is accurate and complete.</p> <p>If I have further questions regarding these procedures and/or the terms of this agreement, I have the right to contact a Division representative for clarification prior to signing this form.</p> <p>I also understand that failure to comply with the conditions of this notification may result in termination of my registration and ineligibility for state and federal child care payments.</p> <p>I acknowledge that I have received a signed and dated copy of this agreement.</p>			
PROVIDER SIGNATURE		DATE	
PARENT SIGNATURE		DATE	
DIVISION DESIGNEE SIGNATURE		DATE	
CASEWORKER/CASE MANAGER		COUNTY	LOAD


MO 585-2917 (6-99) DISTRIBUTION: WHITE - AGENCY: CANARY - PROVIDER: PINK - PARENT/CARETAKER IM-93
RETAIN: PERMANENT

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

- Child Care Provider Agreement Form, 3.6.2 Attachment D (continued):

 <div style="display: inline-block; vertical-align: middle;">MISSOURI DEPARTMENT OF SOCIAL SERVICES DIVISION OF FAMILY SERVICES CHILD CARE PROVIDER AGREEMENT</div>	DFS USE ONLY		
	<div style="border-bottom: 1px solid black; padding: 2px;">PROVIDER NAME</div> <div style="border-bottom: 1px solid black; padding: 2px;">PROVIDER DVM</div>		
CHILD CARE PROVIDER BILLING REQUIREMENTS CONTINUED			
<p>Collect the sliding fee charge from families required to pay it according to the authorization notification.</p> <p>Complete an invoice sent to them by the Division. This invoice allows the provider to bill the Division for child care services rendered to eligible children.</p> <p>Submit invoices for one entire month of care on the first of the month after care was provided.</p> <p>Accept payment from the Division on behalf of eligible families and children which is made the month after child care services were rendered, or, Within thirty days of receipt of the billing invoice, if the invoice was not received at the Division in a timely manner.</p> <p>Complete the attendance log on a daily basis and send it with the billing invoice.</p> <p>Bill the Division only for services that are authorized by the Division.</p> <p>The provider may not charge for more than eleven (11) holidays per state fiscal year which occurs July 1, through June 30.</p> <p>In order to claim a day as a holiday, it must be a day that the provider would have normally been open for business and care was not provided only due to the holiday. A holiday or provider vacation day may be claimed for any one of the standard legal holidays or any substitution of the provider's choice.</p> <p>A provider will not be paid for more than eleven (11) holidays/vacation days in any given fiscal year.</p> <p>Standard legal holidays listed by state fiscal year:</p> <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;">Independence Day Labor Day Veteran's Day Thanksgiving Day Christmas Day New Year's Day</td><td style="width: 50%; vertical-align: top;">Martin Luther King's Birthday Lincoln's Birthday Washington's Birthday Harry S. Truman's Birthday Memorial Day</td></tr></table> <p>The provider may claim a total of five (5) child absences or holidays per month for those children who are authorized for five days of care per week.</p> <p>The provider may claim a total of three (3) child absences or holidays per month for those children authorized for less than five days per week.</p> <p>Absences and holidays are paid for days the child would normally be in care.</p> <p>Absences and holidays will not be paid for any days after a child has left your care.</p>		Independence Day Labor Day Veteran's Day Thanksgiving Day Christmas Day New Year's Day	Martin Luther King's Birthday Lincoln's Birthday Washington's Birthday Harry S. Truman's Birthday Memorial Day
Independence Day Labor Day Veteran's Day Thanksgiving Day Christmas Day New Year's Day	Martin Luther King's Birthday Lincoln's Birthday Washington's Birthday Harry S. Truman's Birthday Memorial Day		
CHILD CARE PROVIDER REPORTING REQUIREMENTS			
<p>The PROVIDER agrees to:</p> <p>Report changes to the local Division office, such as:</p> <ul style="list-style-type: none">Changes in the provider's address,Changes in the provider's status with Missouri Department of Health,Changes in the provider's eligibility for tiered payments such as accreditation, disproportionate share, and care of a child with special needs,Changes in the provider's rates for care,Children not attending care as authorized or those that have left care without notice. <p>Notify the parents and the Division if the facility closes or if the provider chooses to discontinue service to any family.</p> <p>The DIVISION agrees to:</p> <ul style="list-style-type: none">Issue payments to valid providers for services in which the child is eligible, authorized and received.Issue tiered payments to a provider for evening/weekend care, accreditation, disproportionate share, and care of a child with special needs.Give technical assistance to the child care provider in completing the billing invoice.Give clarification of this agreement when requested by either the family or provider.Offer professional development opportunities to child care providers on a non-discriminatory basis.			

MO 886-2917 (6-99)

DISTRIBUTION: WHITE - AGENCY; CANARY - PROVIDER; PINK - PARENT/CARETAKER

1M-99
RETAIN: PERMANENT

Effective Date: October 1, 2003

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

• Child Care Voucher Participant Agreement Information Form, 3.6.2 Attachment E

As a child care provider, you may qualify to receive payment directly from the Division of Family Services (DFS) for child care services you provide for the child named on the enclosed Child Care Voucher Participant Agreement Form, if this child is determined eligible by DFS to receive subsidized child care.

If you agree to accept state payment for this child, and the child is determined eligible by DFS for subsidized child care:

1. **AGREEMENT:** You will sign and return to DFS the enclosed Child Care Voucher Participant Agreement and certain registration and health and safety forms, if required.
2. **PAYMENT:** The state will pay you directly up to the geographic state maximum for your area which is shown on the enclosed child care rate chart, less and sliding fee the family may be required to pay.
3. **SLIDING FEE:** Some families may be required to pay a portion of the child care fee. The portion the family is required to pay is called the "sliding fee". This fee is based on the family's gross monthly income.
4. **AUTHORIZATION LETTER:** If the family's application is approved, you will receive an authorization letter verifying that the child is eligible and for what services. If changes occur, you will be sent a new authorization letter notifying you of the changes in service for which the child is authorized.
5. **ATTENDANCE SHEETS:** The county DFS office will provide you with a supply of attendance sheets. You will record the days and hours that you care for the child, co-sign the form with the child's parent/guardian and submit the attendance sheet, along with an invoice, to DFS each month.
6. **INVOICE:** You will receive an invoice at the end of each month, which you will complete, based the child's attendance, and submits to DFS for payment.

NOTE: Money received through child care vouchers will be reported to the Internal Revenue Service (IRS) as income to you. At the end of each year, you will receive a 1099 tax form to use when filing your income tax return.

AGREEMENT: If you are willing to comply with the terms of the enclosed Child Care Voucher Participant Agreement, you and the child's parent/guardian must co-sign the agreement and return the original, signed agreement to your DFS Office.

If you have not previously completed and submitted the IM-91, Child Care Provider Registration Form to the local DFS office, you must do so prior to receiving payment. Your Child Care Voucher Participant Agreement will indicate if an IM-91 is required.

Certain child care programs require that the child care provider meet additional requirements in order to receive payment for services. You may be required to meet certain minimum certain minimum health and safety standards. If so, your Child Care Voucher Participant Agreement will indicate if you must complete and return the IM-92, Child Care Provider Health and Safety Requirements Form.

Failure to return the IM-92 immediately to the county office may delay payment or cause ineligibility for payment.

PAYMENT: The state has set maximum payment rates based on the county in which your facility is located. Maximum payment rates are based on the age of the child, the hours the child needs care, the type of facility you operate, and the county in which your child care facility is located. You do not, however, automatically receive the state maximum. If you charge less than the state the state maximum, you will receive payment based on the rate you actually charge. You will be paid at the rate shown on the enclosed child care rate chart or the amount you actually charge for care, whichever is less, minus any sliding payment from the parent/guardian (see below). If you charge more than the state maximum payment, it will be your responsibility to negotiate this extra payment with the family in the form of a co-payment.

EXAMPLE: You charge \$9.00 per day. The state maximum is \$6.00 per day. The family is not required to pay a sliding fee. The State will send you a check for \$6.00. You will negotiate payment with the family for the \$3.00 co payment. The co-payment is the amount you charge minus the state payments.

SLIDING FEE: In some situations, the family may be required to pay a sliding fee, based on income, in addition to the state payment. If so, the authorization letter states the amount the family is required to pay. It will be your responsibility to collect the family's sliding fee portion of the payment.

EXAMPLE 1: John Smith is authorized for full day care, 5 days per week from 01/01/92 through 12/31/92. The following daily rates apply: Provider Charge - \$10.00, Sliding Fee - \$.75, State Pay - - \$9.25.

EXAMPLE 2: You charge \$8.00 per day. The state maximum is \$5.00 per day. The family's sliding fee is \$1.00 per day. The state will send you a check for \$4.00 which is the \$5.00 state maximum minus the family's sliding fee. You will negotiate payment with the family for the \$1.00 sliding fee plus the \$3.00 co-payment. In this instance, the co-payment is the amount you charge minus the total of the state payment and the client's sliding fee.

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

• Child Care Voucher Participant Agreement Information Form, 3.6.2 Attachment E (continued)

AUTHORIZATION LETTER: DFS will notify you when and if the child is determined eligible for services by way of an authorization letter. This authorization letter states the services for which the child is authorized and the rates DFS will pay you for providing these services. If changes occur in services provided, you will be sent a new authorization letter notifying you of these changes.

The authorization letter will tell you , by way of a 8-digit service authorization code, what services the child is authorized for.

The first digit tells you whether the child is approved for family home (f), group home (G), or center based (C) child care.

The second and third digits tell you the age group under which the child has been approved -- infant under age 2 (IN); preschool ages 2 up to, but not including, age 5, 5 hours of care per day; or (P) part-day, at least 1/2 up to, but not including, 3 hours of care per day.

The fifth digit tells you if the child is approved on a (W) weekly, (M) monthly, or (S) single service basis. The last 3 digits tell you how many days per service period the child is authorized.

Payment will not be made for a higher rate of care than a child is authorized. For example, if a child is only authorized for half day care and the child is there for a full day, payment will be made at the half day rate unless prior agreement has been obtained from the DFS child care worker for occasional full day care.

EXAMPLE 1: A three-year old is authorized for full day care with a family home child care provider. This child's' service authorization code is FPSF W005 for Family PreSchool full day care 5 days per week.

EXAMPLE 2: A 7 year old is authorized for part day care with a center based provider. This child's service authorization code is CSAP M020 for Center School Age Part day care, 20 days per Month.

ATTENDANCE SHEETS: If you choose to accept vouchers, you will receive a supply of attendance sheets to keep track of when care is provided. Complete the attendance sheet on a daily basis and have the parent sign the attendance sheet each month on the last day service is provided for that month. Payment is obtained by submitting the original form, co-signed by both you and the parent/guardian, at the end of each month, along with the child care invoice (see below), to the Division of Family Services office in the county in which the child resides.

INVOICE: During the 1st week of each month, you will receive an invoice on which you enter the days of services you provided, during that month. This invoice is completed based on the child's attendance sheet for that month. You must return this form to the local Division of Family Services Office s soon as possible after the end of each service month.

Payment is issued on the first of three monthly child care payrolls following receipt of your invoice. Closing dates for the three payrolls are the fourth, ninth, and fourteenth working days of each month. Checks are issued a[[approximately one week after the payroll closing date.

GENERAL INFORMATION: The advantage of the Child Care Voucher Program to you, as a child care provider, is that if you meet the requirement set forth in this letter by completing and returning the appropriate forms, and if the child is determined eligible for services payment for this child's care, at the rate indicated is assured by the State within program guidelines.

If you agree to accept this child into care if the child is determined eligible for subsidized care, and if you and the child's parent(s) agree to the conditions listed on the enclosed Child Care voucher Participant Agreement, sign the Child Care Voucher Participant Agreement form and return the original to the DFS office at the address listed on the agreement. Both the provider and the parent/caretaker should keep a copy of the agreement form for their records.

If you have questions regarding our child care program in general or the child care voucher program, please contact our officer at the address indicated on the enclosed Child Care Voucher Participant Agreement.

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

Background Screening Form, 3.6.2 Attachment F

SHP-159 1/97
Missouri State Highway Patrol/Missouri Department of Social Services
REQUEST FOR CHILD ABUSE OR NEGLECT/CRIMINAL RECORD

TYPE OF SERVICE (Check only one) See second page for further instructions.

☒ (1) Name Search
☐ (2) Fingerprint Search - \$14.00
☐ (3) DFS Central Registry Screening Only - No Charge

IDENTIFYING DATA (Please type or print information legibly in ink) The subject of the request must complete the next section and sign.

APPLICANT'S NAME (Last, First MI, Jr., SR., III)

MAIDEN NAME **DATE OF BIRTH** (mm/dd/yy) **STATE OF BIRTH** **SEX** **RACE**

ALIAS NAME(S) **SOCIAL SECURITY NUMBER** **DRIVERS LICENSE NUMBER STATE**

ADDRESSES FOR PAST 5 YEARS

STREET	CITY	STATE	STREET	CITY	STATE

Have you ever been charged/pled guilty to or been convicted of any criminal act in this state or any state?

☐ YES (Complete section below) ☐ NO, I have not been charged/pled guilty to or been convicted of any criminal offense in this state or any state.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary)

Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Division of Family Services in this state or any state?

☐ YES (Complete section below) ☐ NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary)

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.

SIGNATURE OF APPLICANT (Required in ink) **DATE**

SIGNATURE OF CHILD CARE PROVIDER (Required in ink) **DATE**

TITLE OF CHILD CARE PROVIDER **TELEPHONE**

STATE AGENCY **STATE VENDOR OR CONTRACT NO. (if applicable)**

CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH/CCS CHILD CARE BUREAU	<input type="checkbox"/> SCHOOLS/PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH/DMH VENDOR	<input type="checkbox"/> DYS
<input type="checkbox"/> DFS LICENSURE	<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER _____

RETURN ADDRESS (REQUIRED ON EACH APPLICATION)
Complete your mailing label below
Confidential Mail

DEPARTMENTAL VENDOR NUMBER (DVN): _____

ATTENTION: IM CHILD CARE

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

3.6.3 If the Lead Agency is also providing child care services through grants and contracts, explain how it ensures that parents offered child care services are given the option of receiving a child care certificate. (§98.30(a) & (b))

Not applicable.

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Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

PART 4 - PROCESSES WITH PARENTS

4.1 The following describes the process for a family to apply for and receive child care services (658D(b)(1)(A), 658E(c)(2)(D) & (3)(B), §§98.16(k), 98.30(a) through (e)). If the process varies for families based on eligibility category, for instance, TANF versus non-TANF, please describe. The description should include:

- How parents are informed of the availability of child care services and about child care options;
- Where/how applications are made;
- Who makes the eligibility determination;
- How parents who receive TANF benefits are informed about the exception to individual penalties as described in 4.4; and
- Length of eligibility period including variations that relate to the services provided, e.g., through collaborations with Head Start or pre-kindergarten programs.
- Any steps the State has taken to reduce barriers to initial and continuing eligibility for child care subsidies.

Parents are informed of the availability of child care services and of available child care options when contact is made with various state resources:

- Missouri Child Care Resource and Referral Agencies;
- Missouri Division of Family Services County Offices;
- Missouri Department of Health, Bureau of Child Care;
- Local Community Action Agencies;
- Statewide consumer education campaign, and;
- Other human resource agencies throughout the state.

The Missouri Child Care Resource and Referral Network, composed of eight agencies, provides statewide coverage by maintaining a child care referral computer data base that uses a nationally recognized resource and referral software program. In addition, the Missouri Child Care Resource and Referral Network maintains a statewide toll-free telephone system that electronically links callers to the appropriate local resource and referral agency. A consumer information packet is provided for families who call for child care information. This packet contains information that assists families in choosing a high quality child care facility including: a minimum of three referrals per family in order to maximize parental choice; information regarding child care licensure standards and accreditation; information regarding local health, social services, and educational services available to assist families and children; information on indicators of quality child care; local child care costs; child care options available regarding types of facilities and accredited facilities; information on child care assistance programs; and information regarding inclusion of children with special needs. The informational packet is mailed to the caller within two working days of the contact.

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

Applications for child care assistance may be obtained through the Division of Family Services either in person or through the mail upon the request of the applicant.

Eligibility is determined by the Division of Family Services for child care services. The period of eligibility is twelve months following approval for services. The eligibility could change if there is a change in the customer's income during the eligibility period.

Parents who receive TANF benefits are informed about exceptions to individual penalties through the Child Protection Clause stated on the form IM-3 and the self-sufficiency pact, form IM-300.

- 4.2 The following is a detailed description of how the State maintains a record of substantiated parental complaints and how it makes the information regarding such parental complaints available to the public on request. (658E(c)(2)(C), §98.32))

The Department of Social Services allows for parental complaints to be recorded in the "comments section" of the registered child care provider system. This information is available to applicants upon request.

The Department of Health and Senior Service's Bureau of Child Care has regulatory staff, Child Care Facility Specialists, located in District Health Offices throughout the state. These staff members investigate all reports of alleged rule violations. This complaint investigation is mandated by Missouri Revised Statutes, Chapter 210.203, which states, "***Complaints against child care facilities, open records to be kept by department.—The department of health shall maintain a record of substantiated, signed parental complaints against child care facilities licensed pursuant to this chapter, and shall make such complaints and findings available to the public upon request.***" Substantiated complaints are maintained in each licensed and license-exempt child care facility record. These files are available for public review by appointment at any of the District Health Offices where Bureau of Child Care staff members are located. Information notifying parents and the public that the files are open for review is included on Bureau of Child Care brochures and the educational information provided by the Resource and Referral agencies. Detailed information regarding the complaint process is contained on the Department of Health's web site: [Http://health.state.mo.us/AbouttheDepartment/BofCC](http://health.state.mo.us/AbouttheDepartment/BofCC).

- 4.3 The following is a detailed description of the procedures in effect in the State for affording parents unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds. (658E(c)(2)(B), §98.31))

Registered child care providers for the Department of Social Services sign a self-certification statement that allows parents access to their children. This is also renewed annually at re-registration.

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STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

As mandated in Missouri Statutes for licensed child care providers “ ***210.215. Access to child and care providers during normal hours – exception court orders restricting access.—Any parent or guardian of a child shall have access to the child care facility in which his child is enrolled and which is licensed pursuant to the provisions of sections 210.201 to 210.245 and shall have access to the providers of care in such facilities during normal hours of operation or when a child of such parent or guardian is in the care of such facility or provider, unless such parent or guardian is subject to a court order restricting access to the child.***” As authorized in this statute, licensing rules for family child care homes, group child care homes, and child care centers require that parents shall have access to the facility at any time during child care hours. Licensed providers are required to establish written policies pertaining to admission, care and discharge of the children and provide to the parent(s) at the time of enrollment. The information given to parents by the Resource and Referral agencies contains information regarding parental access.

- 4.4 The regulations at §98.33(b) require the Lead Agency to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

NOTE: The TANF agency, not the Child Care Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. The TANF agency that established these criteria or definitions is: Department of Social Services/Division of Family Services.

- "appropriate child care":

Appropriate child care in formal and informal settings includes:

- Child care that is consistently available;
- Child care that is available during the participant's hours of employment, education, training, and/or work activity;
- Child care that addresses the specialized needs of the child. For example, a child with a disability.
- Child care that is developmentally and age appropriate. This determination will be based on the information provided by the parent when demonstrating that the care available to them does not meet the developmental and/or age appropriate skills of their child;
- Child care by a full time, year round, primary provider who is at least eighteen (18) years of age.
- Child care by a provider who has undergone a Child Abuse and Neglect background screening and a Tuberculosis test;

Effective Date: October 1, 2003

Amended Effective: _____

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STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

-
- Child care is provided in a residence which has running water, electricity, a safe source of heat, meets any local housing code standards, and a working telephone is accessible to the provider either in the provider's residence or within reasonable proximity of the residence.
 - "reasonable distance":

A determination of whether child care is within a reasonable distance should include, but not be limited to, the following factors:

1) When the participant has no independent transportation, they can be expected to use public transportation if:

- It is available at the appropriate time for the participant's schedule of work or work participation activity;
- It is not cost prohibitive for the participant; and,
- The time involved in getting to public transportation, child care, and then to work is reasonable in relation to the participant's actual hours of work or work participation activity.

2) If the participant has an independent means of transportation, the transportation must include the following:

- The vehicle or other transportation is reliable;
- The recipient is able to afford the transportation costs, including the costs involved in maintaining and ensuring the reliability of the transportation.
- The commuting time from the individual's home to their child care provider and their work site (or work participation activity) is no more than an hour each way.

- "unsuitability of informal child care":

Families are not required to accept care with providers who are not licensed or registered. There are certain circumstances that may exist that will deem a child care provider as "inappropriate" or "unsuitable" to a parent.

Examples of such care are as follows:

- Child care provided by religious-exempt facilities when the parent states it infringes upon the family's beliefs.
- Child care provided by any caregiver when the parent states that their child is at risk of abuse or neglect.

- "affordable child care arrangements":

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Available child care is affordable when the cost of care does not exceed ten percent (10%) of a family's gross income less medical insurance premiums. This ten percent (10%) includes a family's sliding fee and any additional co-payment a family is required to pay. This ten percent (10%) does not include federal, state, or local child care subsidy.

PART 5 - ACTIVITIES & SERVICES TO IMPROVE THE QUALITY AND AVAILABILITY OF CHILD CARE

5.1 - Quality Earmarks and Set-Asides

5.1.1 The Child Care and Development Fund provides earmarks for infant and toddler care and school-age care and resource and referral services as well as the special earmark for quality activities. The following describes the activities; identifies the entities providing the activities; and describes the expected results of the activities.

Infants and toddlers:

Infants and toddlers:

1. The Department of Social Services uses the entire earmark for infant and toddler care to increase the reimbursement rates for providers caring for infant/toddlers in October 1998. Increasing infant/toddler rates contributes to creating an environment that fosters higher quality of care by lowering staff to child ratios.
2. Other activities to increase the quality of care for infants and toddlers are provided through Memorandum of Agreement with the Bureau of Child Care, Missouri Department of Health and Senior Services. The following initiatives are being implemented.
 - Child Care Basic Orientation Training (CCOT) for all new child care providers and caregivers. CCOT trains caregivers on developmental, physical, social and emotional stages of a child's development, health and safety, and identification of child abuse and neglect. CCOT is delivered by approved trainers throughout all areas of the state on a monthly basis.
 - Infant/Toddler training module for advanced practitioners.
 - Voluntary licensure of Early Head Start family homes serving four or less unrelated children and licensure of EHS centers in Missouri.
 - Licensure, monitoring and technical assistance to child care facilities caring for infants and toddlers. These activities are conducted by Bureau of Child Care (BCC) Child Care Facility Specialists and Environmental Public Health Specialist located throughout the state. Sanitation inspections that include monitoring diapering facilities, hand washing, food service are conducted by Local Health agencies' environmental health specialists under contract with the BCC.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

- Child care health consultation activities are provided by Local Public Health Agencies under contract with the BCC. These activities include on-site consultation, telephone consultation, and training sessions presented by health nurses and other child care health professionals. Some of these activities that improve quality of care for infants and toddlers are consultation on communicable diseases, proper diapering procedures, proper hand washing procedures, developing health policies, immunizations, injury prevention, and universal precautions.

The licensing rules for child care family homes and centers are in the process of being revised in collaboration with providers, parents, child development/education experts, and others. Several of the preliminary draft rules provide for more specificity for the care of infants/toddlers.

Resource and referral services:

- The following describes child care resource and referral activities funded and identifies the entity(ies) providing them:

The Missouri Department of Social Services/Office of Early Childhood provides resource and referral services through a contract with the Missouri Child Care Resource and Referral Network that consists of eight agencies providing statewide coverage. Missouri Child Care Resource and Referral activities include:

- Providing information and consumer education to all families seeking child care. MCCRR agencies assist families of all income levels as they select the best child care for their child, their work location and schedules, and their family's needs.
- Providing resources to child care providers in their service delivery areas, this includes start-up consultation, curriculum materials, onsite technical assistance and group training opportunities.
- Tracking supply and demand data to assist in assessing community need to community planners and local employers interested in supporting child care initiatives.
- Operating two programs in the state where Child Care Resource and Referral staff are stationed onsite at Division of Family Services (DFS) offices in St. Louis and Kansas City. The staff provides onsite counseling to TANF families requiring child care in order to transition into work activities. This staff also offers training to DFS staff regarding selection of quality child care for the most at risk children whose families are TANF recipients.
- Supporting child care resource and referral services targeted to families of children with special needs and child care providers caring for children with special needs. Child Care Inclusion Coordinators, qualified to provide services on disabilities and children with special needs, are stationed in the eight agencies. The Child Care Inclusion Coordinators duties include: measure capacity to increase the number of regulated child care facilities that are able to and do care for children with special needs; expand Resource and Referral capacity to

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

provide technical assistance to child care providers and assist families in finding and/or maintaining child care for children with special needs; develop training initiatives to prepare child care providers to address needs of children with special needs and their families.

- Providing comprehensive coordination of training, educational, and professional development opportunities for child care providers. Training Coordinators are located in the eight local Resource and Referral agencies providing state wide coverage. The Child Care Resource and Referral Training Coordinators' duties include: coordinating regional meetings of all child care trainers/educators; developing and maintaining a regional child care training calendar that is available to all child care providers in some media form, such as paper copy or accessible on the internet; identify educational supports such as grants, scholarships, and professional recognition programs for child care providers.
- Facilitating child care providers seeking accreditation through one of the recognized accreditation systems. These accreditation activities include coordinating the application and grant funding process to selected providers; providing technical assistance for family, group and center providers seeking accreditation and collecting baseline data and tracking progress of grantees working toward accreditation.

School-age child care:

- The following describes school-aged child care activities funded and identifies the entity (ies) providing them.

Through Memorandum of Agreement with DSS, the Department of Elementary and Secondary Education provides grants to public school districts that promote early child development as well as before and after school programs. These grants encourage programs to be accredited and promote quality activities around developmental benchmarks for children in care.

- 5.1.2 The law requires that not less than 4% of the CCDF be set aside for quality activities. (658E(c)(3)(B), 658G, §§98.13(a), 98.16(h), 98.51) The Lead Agency estimates that the following amount and percentage will be used for the quality activities (not including earmarked funds):

\$ 7,514,075 (8 %)

- 5.1.3 Check either "Yes" or "No" for each activity listed to indicate the activities the Lead Agency will undertake to improve the availability and quality of child care (include activities funded through the 4% quality set-aside as well as the special earmark for quality activities). (658D(b)(1)(D), 658E(c)(3)(B), §§98.13(a), 98.16(h))

Yes No

☒ ☐ Comprehensive consumer education;

☒ ☐ Grants or loans to providers to assist in meeting State and local standards;

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Monitoring compliance with licensing and regulatory requirements; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Professional development, including training, education, and technical assistance; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Improving salaries and other compensation for child care providers; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Activities in support of early language, literacy, pre-reading, and numeracy development; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Activities to promote inclusive child care; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Healthy Child Care America and other health activities including those designed to promote the social and emotional development of children; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other quality activities that increase parental choice, and improve the quality and availability of child care. (§98.51(a)(1) and (2)) |

5.1.4 Describe each activity that is checked "Yes" above, identify the entity(ies) providing the activity, and describe the expected results of the activity.

1. Comprehensive consumer education is provided by the Missouri Resource and Referral Network. Please refer to 5.1 for specific description of activities. The expected results include an improved understanding on the part of parents regarding the attributes of quality care, and better child care choices .
2. Enhancement grants are offered to public schools to support improved quality through MOA with the Department of Elementary and Secondary Education. These grants are for the express purpose of promoting quality activities that will improve outcomes for children.
3. Department of Health and Senior Services (DHSS) regulatory staff monitor and inspect licensed family child care homes, group child care homes, and child care centers for compliance with licensing rules, including sanitation regulations, three times per year. In addition, all complaint allegations are investigated, and an inspection by for fire/safety is made annually. Child care facilities that are not required to be licensed, but are inquired to be inspected annually for fire/safety and health and sanitation, are those operated by religious organizations and nursery schools. The licensing rules for all facilities are in the process of being revised. All DHSS, Bureau of Child Care (BCC) regulatory staff members receive training in regulatory inspection and enforcement. The expected results include safer, healthier environments for children.
4. The Department of Social Services provides direct consultation and home visitation through a program of educational opportunities to expand the quality of child care. The Educare program is designed to reach providers who are licensed or license-exempt and offers resources and training in child development, licensure, brain development, and quality child care activities. The program operates in approximately 72 counties. The expected result is to improve the quality of child care in family home settings.
5. DHSS, BCC, provides uniform training and technical assistance through Child Care Basic Orientation Training (CCOT) sessions for new child care providers, including registered providers, and through the delivery of the advanced national Heads Up! Reading Network

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

sessions throughout the state. The Heads Up! Reading literacy sessions may be taken for college course credit or in-service training hours. The expected result is to ensure that providers have the basic skills to ensure safe and healthy environments that promote good child development practices and literacy.

6. Through the Child Care Resource and Referral Network and some of the Community Partnerships in the state, TEACH is being piloted in thirteen counties in Missouri. Through OPEN (Opportunities in a Professional Education Network) Workforce Incentive (WIN) has been piloted in the metro areas of St. Louis and Kansas City, Boone County and two rural areas. The goals are to improve the quality of child care through increasing the educational level and compensation for Missouri's workforce.
7. Department of Elementary and Secondary Education, in consultation with DSS/OEC and DHSS/Bureau of Child Care, has developed early learning standards that include early literacy standards and social/emotional development standards. Please refer to 5.2.1 for specific description of activities. The expected result is a greater understanding among child care providers and parents of what constitutes school readiness.
8. The Missouri Child Care Resource and Referral Network supports child care services targeted to families of children with special needs by staffing Child Care Inclusion Coordinators in each of their eight offices. The key activities of the Child Care Inclusion Coordinators are to increase the number of regulated child care facilities that are able to care for children with special needs; provide technical assistance to child care providers pertaining to the care of children with special needs; assist families in finding and/or maintaining child care for children with special needs; and develop training initiatives to prepare child care providers in addressing the needs of children with special needs and their families.
9. DHSS, BCC, is the designated Healthy Child Care America grantee working with local health agencies to provide health and safety training and consultation.
10. DSS, DHSS, Head Start State Collaboration Office, OPEN (Opportunities in Professional Education Network), Local Health Agencies and other state agencies, including Department of Elementary and Secondary Education and Department of Mental Health partner on quality initiatives that will include the development of the advanced professional training modules for new child care providers, trainer registry, and professional recognition directory.
11. The Department of Health and Senior Services operates Missouri's Family Care Safety Registry as of January 2001 to protect children and their families by providing access to background information on registered child care providers to families seeking child care. This information is accessible by a toll-free access telephone number for parents and employers. The background screenings provide information on criminal records maintained by the Missouri State Highway Patrol, child abuse/neglect records maintained by the Department of Social Services, employee disqualification list maintained by the Division of Aging, child care facility licensing records maintained by the Department of Health and Senior Services, foster parent, residential care facility and child placing agency licensing

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

records maintained by the Department of Social Services, and residential living facility and nursing home licensing records maintained by the Division of Aging.

5.1.5 Is any entity identified in sections 5.1.1 or 5.1.4 a non-governmental entity?

() No.

(X) Yes, the following entities named in this part are non-governmental:

Name:

Type: (see section 1.6 of the guidance)

Missouri Child Care Resource and Referral Network and the Community Partnerships are not for profit entities.

5.2 - Good Start, Grow Smart Planning and Development

This section of the Plan relates to the President's *Good Start, Grow Smart* initiative which is envisioned as a Federal-State partnership that creates linkages between CCDF, including funds set-aside for quality, and State public and private efforts to promote early learning. In this section, each Lead Agency is asked to assess its State's progress toward developing voluntary guidelines on language, literacy, pre-reading, and numeracy, a plan for the education and training of child care providers, and a plan for coordination across at least four early childhood programs and funding streams.

5.2.1 - Voluntary Guidelines for Early Learning

- Indicate which of the following best describes the current **status** of the State's efforts to develop research-based early learning guidelines (content standards) regarding language, literacy, pre-reading, and numeracy for three to five year-olds:
 - a)___ Preliminary thinking or planning.
 - b)___ Guidelines are being developed.
 - c)___ Guidelines are developed but need to be modified.
 - d)___X___ Guidelines are developed and implementation is in progress.
 - e)___ Guidelines are developed and implemented in pre-kindergarten programs but not in child care.
 - f)___ Guidelines are developed and implemented.
 - g)___ Other. Please describe:
- Describe the **process** that was used or is planned for developing the State's early learning guidelines. Indicate who or what entity provided (or is providing leadership) to the process as well as the stakeholders involved. Was (or is) the process framed by State legislation, research and/or guiding principles? If so, please describe. How are (or will) the early learning guidelines and the State's K-12 educational standards aligned? If they are not

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

aligned, what steps will be taken to align them? If the early learning guidelines are in development, what is the expected date of completion?

While the Missouri Department of Elementary and Secondary Education (DESE) is the lead agency for developing the PreK Standards, the process has been a collaborative one. Committees for each domain are representative of the early childhood community in Missouri. This includes public schools, private schools, MO Departments of Education, Health (DHSS), Mental Health (DMH), Social Services (DSS), Head Start, childcare, higher education, curriculum/research specialists, Project Construct National Center, and Parents as Teachers National Center etc.

The PreK Standards have been aligned with DESE's K-12 Show-Me Standards and Head Start Standards. The process is not framed by State legislation but has relied heavily on available research. The first step in the standards work was to develop a set of Guiding Principles, **before** the actual standards work. These guiding principles are included in each standards booklet.

In addition to the standards booklets, each domain also has a teacher handbook giving special educational resources (written by Project Construct National Center staff) and a parent booklet with tips for parents to use with their child at home (written by Parents as Teachers National Center staff).

Literacy and Math, as well as Social and Emotional Development and Approaches to Learning have been completed. (The Math Teacher and Parent Handbooks are currently being printed.) The parent booklets are in process of being translated into Spanish and Bosnian. (Financial assistance for the Bosnian translation is from the MO Head Start Association.)

- Describe the **domains** of development that the early learning guidelines address or are expected to address, e.g., social, emotional, cognitive, linguistic, and physical. States that have completed early learning guidelines should include a copy as an appendix to the plan. If the guidelines are available on the web, provide the appropriate Web site address.
- Early Literacy Standards;
- PreK Social and Emotional Development Standards and Approaches to Learning;
- Mathematics;
- Science (under development); and
- Physical Development, Health, and Safety (under development)

*Decisions are being made to determine if we need standards on fine arts or if they are embedded strongly enough in other domains.

The guidelines are available on the DESE web site—www.dese.state.mo.us—Click on Programs A-Z, on E, then on Early Childhood.

- Describe the process the State used or expects to use in **implementing** its early learning guidelines, e.g., feedback and input processes, dissemination, piloting, training in the use of

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

the guidelines, and linkages with other initiatives such as incentives for provider education and training. To what extent is (or was) implementation anticipated in the development of the guidelines? To which child care settings do (or will) the guidelines apply and are the guidelines voluntary or mandatory for each of these settings? How are (or will) community, cultural, linguistic and individual variations, as well as the diversity of child care settings (be) acknowledged in implementation?

At this time, use of the standards is voluntary. We have tried to implement a broad distribution plan so all early childhood programs in our state have access to them.

- As the Standards are completed they are distributed in several ways. DESE sends to all public schools, and their programs, DHSS sends to all licensed child care providers, DSS to registered providers, Head Start Collaboration Office to all MO Head Starts, Parents as Teachers National Center to all Parents as Teachers programs in MO, and Project Construct National Center to all of their programs and trainings.
- They are available on the DESE web site.
- We give presentations at many early childhood conferences/meetings as possible.
- We are planning to develop training so anyone wishing to train staff will have access to overhead transparencies, relevant activities, etc. if they choose to use them.

As previously stated, the parent booklets are being translated into Spanish and Bosnian.

An implementation plan is in development.

- As applicable, describe the State's plan for **assessing** its early learning guidelines. What will be the focus of the evaluation, i.e., guideline development and implementation, programs or child care settings, and/or outcomes related to children? Will young children's progress be evaluated based on the guidelines? How will assessment be used to improve the State's guidelines, child care programs, plans and outcomes for individual children?

An assessment process is under development.

Section 5.2.2 - State Plans for Professional Development

- Describe the provider training, technical assistance, and professional development opportunities that are available to child care providers. Are these opportunities available Statewide to all types of providers? If not, please describe.

Missouri has a wide range of opportunities for providers at all levels from basic child care orientation to college level courses. These training opportunities all either directly or indirectly impact language, literacy, pre-reading or numeracy. Missouri is moving towards the

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

development of a more consistent statewide system of professional development, education and training. The goals are that eventually all training will be provided by trainers meeting appropriate standards, and that all training is articulated with the Missouri/Kansas Core Competencies, which were developed through the OPEN (Opportunities in a Professional Education Network) process that included a wide spectrum of stakeholders. OPEN has been underwritten through the generous support of the Ewing Marion Kauffman Foundation as well as CCDF.

OPEN is housed at the University of Missouri, Columbia and has established both a training calendar and a trainer registry and is currently working on a trainer approval system. In addition to these, the core components of OPEN are Articulation, Career Advising, PARS (Professional Achievement and Recognition System), and Finance and Compensation. These additional components are still under development.

In FY03, Missouri implemented a basic 8-hour Child Care Orientation Training (CCOT) for beginning child care providers. CCOT will serve as the consistent statewide foundation for Missouri's future training system. Currently a voluntary training, current child care licensing rules are being revised with the intent of making CCOT mandatory for new providers. Plans are underway to expand the availability of CCOT in order to require the training for unlicensed, unregulated providers who accept Missouri's subsidy reimbursement.

In FY02, Missouri implemented Heads Up! Reading as another example of a consistent statewide training opportunity for providers focused specifically on language, literacy, and pre-reading. Thirteen community colleges and universities have signed on to offer college credit for this training. Heads Up! Reading is currently available at 52 sites around the state.

Educare, a state-funded training and technical assistance program for child care providers, primarily family home providers serving low income children, offers intensive onsite training, technical assistance, networking opportunities and classroom training to providers via 17 entities serving 72 of Missouri's 115 counties.

Missouri's Child Care Resource and Referral Network currently offers a variety of training and technical assistance opportunities to child care providers as well as coordinating training opportunities delivered by the various training and education programs in each service delivery area. Each of the eight R&R agencies has both an inclusion coordinator and a training coordinator based onsite.

Through MOFLI, Missouri's coalition for family literacy, which includes a variety of representatives from state agencies, including the State Library (under the Secretary of State's Office) and the Departments of Social Services, Health and Senior Services, Elementary and Secondary Education, as well as a wide representation of other stakeholders meets monthly to coordinate issues around early childhood and family literacy. They have developed a handbook for communities interested in starting early childhood family literacy programs.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

- Does the State have a child care provider professional development **plan**?

- () Yes. Identify the entities involved in the development of the plan and whether the plan addresses all categories of providers. As applicable, describe: how the plan includes a continuum of training and education, including articulation from one type of training to the next; how the plan addresses training quality including processes for the approval of trainers and training curriculum; how the plan addresses early language, literacy, pre-reading, and numeracy development. Indicate whether the plan is linked to early learning guidelines and, if so, how.
- (X) No. Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated, and how the plan is expected to support early language, literacy, pre-reading and numeracy.

While Missouri does not currently have an official plan, it does have most of the components of a plan. There is currently an advisory group made up of state agency representatives and experts in the early childhood field working on the development of a statewide plan to pull all these various components together into a coherent, coordinated system. This advisory group is working to deliver recommendations to DSS that will impact contracts for FY04. FY04 is anticipated to be a transition year with the actual plan implemented effective in FY05.

The plan incorporates OPEN, see 5.2.2 as the infrastructure to address professional development. Ultimately it will provide a more coordinated system of training and technical assistance and will incorporate the functions of the state R&R Network, Educare, and other training and technical assistance funded via CCDF to address the various pieces of the plan as it is developed.

Missouri currently has a state higher education advisory group made up of state agency representatives and key stakeholders addressing issues around articulation. This group is working in coordination with an advisory group within the Department of Higher Education to develop a plan for articulation. One early outcome of this state advisory group is a directory that lists all early childhood degree programs offered at the various public and private two and four year community colleges and universities in the state. The directory provides a wealth of information to early childhood staff interested in pursuing coursework in the early childhood field including specific contact information, whether the entity accepts work experience, etc.

Additional pieces of the plan will be developed as the advisory group moves forward and obtains additional feedback on a draft plan from a variety of key stakeholders across the state in a series of planning meetings scheduled to begin in mid to late summer.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

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- Are program or provider-level **incentives** offered to encourage provider training and education? If yes, please describe. Include any links between the incentives and training relating to early language, literacy, pre-reading, and numeracy.

Currently Missouri offers a child care subsidy rate enhancement to child care providers that become accredited.

Missouri has implemented TEACH in three pilot projects across the state, which provides salary increases or bonuses for increased levels of education. For the first time, state funds were invested in TEACH during FY03.

Missouri currently has a wage incentive, WIN, discussed previously that provides an increase in wages based on education levels funded through foundation resources.

- What are the expected **outcomes** of the State's professional development plan and efforts to improve the skills of child care providers? As applicable, how does (or will) the State assess the effectiveness of its plan and efforts? If so, how does (or will) the State use assessment to help shape its professional development plan and training/education for child care providers?

Missouri is currently working in conjunction with 16 other states on an early childhood indicator project. School Readiness indicators are being established for the state, which will be measured on an ongoing basis. These indicators will ultimately be tied to a statewide early childhood strategic plan that will include the state's professional development plan. Outcomes will be established through this venue. Indicators that will directly or indirectly address language, literacy, pre-reading, and numeracy skills are being included.

The potential for other assessments or evaluations related to the plan are currently under discussion.

Section 5.2.3 - State Plan for Program Coordination

- Does the State have a **plan** for coordination across early childhood programs?

(X) Yes.

Indicate whether there is an entity that is responsible for ensuring that such coordination occurs. Indicate the four or more early childhood programs and/or funding streams that are coordinated and describe the nature of the coordination.

Through the collaborative relationship established by the Early Childhood Interagency Team (ECIT), coordination of early childhood activities occurs. ECIT consists of mid-management level representation from the lead agency, DSS; DESE; DHSS; DMH; Division of Children's Services; and, the State Head Start

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

Collaboration office. ECIT provides the forum for coordinating funding to provide training to child care professionals through CCDF, Head Start, DHSS, and DESE. Additionally, ECIT provides a venue for policy coordination around early childhood issues that reaches across state government.

In addition, the state has a statutorily designated entity at the executive level, the Children's Services Commission, that is charged with developing a statewide system of coordinated services for children. All three branches of government are incorporated in the membership. Eight cabinet officials, eight legislators and two judges sit on the commission. In addition, members of the private sector have been added as ex-officio members. The CSC has recently appointed an Early Childhood Subcommittee to make recommendations to the Commission and the Governor regarding advancing an early childhood system in the state. The state child care administrator co-chairs this subcommittee. It is expected that recommendations from the commission will result in a legislative package to advance early childhood issues in the state during the plan period.

CCDF, State Gaming, Head Start, Early Head Start, and TANF funds, as well as philanthropic, private and local investments have been integrated to fund various components of Missouri's early care and education efforts. CCDF, TANF, state gaming and general revenue funds are blended in Missouri's child care appropriation administered by the lead agency.

() No.

Indicate what steps are under way to develop a plan for coordination.

- Describe the **results** or expected results of this coordination. Discuss how these results relate to the development and implementation of the State's early learning guidelines, plans for professional development, and outcomes for children.

The Early Childhood Interagency Team, with the lead of DESE, coordinated the process of establishing the committees to develop the Pre-K standards. The result of this coordination has been the development and effective distribution of the standards described in section 5.2.1.

The expected results of ongoing collaboration are a set of school readiness outcome indicators for Missouri, a statewide plan for a cohesive, early learning system and maximization of resources to support early childhood development in Missouri.

- Describe how the State's plan supports or will support continued coordination among the programs. Are changes anticipated in the plan?

ECIT is a permanent coordinating team that meets on a quarterly basis. CSC is a permanent coordinating entity, as well.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

PART 6 - HEALTH AND SAFETY REQUIREMENTS FOR PROVIDERS

(ONLY THE 50 STATES AND THE DISTRICT OF COLUMBIA COMPLETE PART 6.
ONLY TERRITORIES COMPLETE PART 7.)

The National Resource Center for Health and Safety in Child Care (NRCHSCC) of DHHS's Maternal and Child Health Bureau supports a comprehensive, current, on-line listing of the licensing and regulatory requirements for child care in the 50 States and the District of Columbia. In lieu of requiring a State Lead Agency to provide information that is already publicly available, ACF accepts this compilation as accurately reflecting the States' licensing requirements. The listing, which is maintained by the University of Colorado Health Sciences Center School of Nursing, is available on the World Wide Web at: <http://nrc.uchsc.edu/>

Section 6.1 - Health and Safety Requirements for Center-Based Providers (658E(c)(2)(F), §§98.41, §98.16(j))

- 6.1.1 Are all center-based providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:
- ☐ YES, answer 6.1.2 and proceed to 6.2.
☒ NO, answer 6.1.2 and 6.1.3.
- 6.1.2 Have center licensing requirements as relates to staff-child ratios, group size, or staff training been modified since approval of the last State Plan? (§98.41(a)(2) & (3))
- ☒ NO
☐ YES, and the changes are as follows:
- 6.1.3 For center-based care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:
- The prevention and control of infectious disease (including age-appropriate immunizations)

These centers (license-exempt) undergo annual sanitation, fire/safety, and health inspections. The consultation services of the child care health consultant nurses at the local health agencies are available to all license-exempt and exempt centers, as well as licensed centers. All centers caring for 10 or more children, license-exempt, exempt, and licensed are required to document age-appropriate immunization records for each child and submit aggregate data to the Department of Health Immunization Bureau annually.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

- Building and physical premises safety

Building and physical premises safety issues are addressed in the annual inspections for license-exempt centers operated by religious organizations and nursery schools.

- Health and safety training

While there are no requirements for health and safety training for license-exempt or exempt centers, information brochures and materials are made available to all license-exempt or exempt centers through the Department of Health and Senior Services and the Missouri Child Care Resource and Referral Network.

Section 6.2 - Health and Safety Requirements for Group Home Providers (658E(c)(2)(F), §§98.41, 98.16(j))

- 6.2.1 Are all group home providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

(X) YES, answer 6.2.2 and proceed to 6.3.

() NO, answer 6.2.2 and 6.2.3.

- 6.2.2 Have group home licensing requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan?
(§98.41(a)(2) & (3))

(X) NO

() YES, and the changes are as follows:

- 6.2.3 For group home care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

N/A

- Building and physical premises safety

N/A

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

-
- Health and safety training

N/A

Section 6.3 - Health and Safety Requirements for Family Providers (658E(c)(2)(F), §§98.41, 98.16(j))

6.3.1 Are all family child care providers paid with CCDF funds subject to licensing under State law that is indicated in the NRCHSCC's compilation? If:

- () YES, answer 6.3.2 and proceed to 6.4.
(X) NO, answer 6.3.2 and 6.3.3.

6.3.2 Have family child care provider requirements that relate to staff-child ratios, group size, or staff training been modified since the approval of the last State Plan?
(§98.41(a)(2) & (3))

- (X) NO
() YES, and the changes are as follows:

6.3.3 For family care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

Family providers:

Providers are informed of measures to take in the prevention and control of infectious diseases by way of a pamphlet, which is provided at the time the family applies for child care assistance. Parents are referred to their family physician or local health department as a way of obtaining immunizations for their children. Parents are asked to declare, at the time of application for child care assistance, if their child has been appropriately immunized.

Registered child care providers shall have a Tuberculin test or chest x-ray annually at re-registration.

- Building and physical premises safety

Registered providers are asked to sign a health and safety form that the parent also signs declaring there is a working telephone or a message phone available, working smoke detectors and working fire extinguishers on the premises. Providers must meet all applicable state and local ordinances.

- Health and safety training

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Registered providers are provided with a pamphlet on health and safety, that includes information about CPR, and how to access additional training resources.

Registered child care providers for the Department of Social Services must comply with, and be cleared from, background screenings as well as screening for foster care license revocation and child care license revocation, prior to being registered and annually thereafter.

Background screenings are conducted by the Department of Social Services, Background Screening Investigation Unit for child abuse/neglect, probable cause, in conjunction with the Missouri State Highway Patrol, Criminal Records Division for criminal convictions. This information is available to applicants for child care services.

Licensed family home child care providers are required to have a background screening conducted prior to licensing.

Section 6.4 - Health and Safety Requirements for In-Home Providers (658E(c)(2)(F), §§98.41, 98.16(j))

6.4.1 Are all in-home child care providers paid with CCDF funds subject to licensing under the State law reflected in the NRCHSCC's compilation referenced above? If:
() YES, answer 6.4.2 and proceed to 6.5.
(X) NO, answer 6.4.2 and 6.4.3.

6.4.2 Have in-home health and safety requirements that relate to staff-child ratios, group size, or training been modified since the approval of the last State Plan?
(§98.41(a)(2) & (3))

(X) NO
() YES, and the changes are as follows:

6.4.3 For in-home care that is NOT licensed, and therefore not reflected in NRCHSCC's compilation, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)

In home providers:

Providers will be informed of measures to take in the prevention and control of infectious diseases by way of a pamphlet, which will be provided at the time the family applies for child care assistance. Parents are referred to their family physician or local health department as a way of obtaining immunizations for their children. Parents are asked to declare, at the time of application for child care assistance, if their child has been appropriately immunized.

Effective Date: October 1, 2003

Amended Effective: _____

DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Registered child care providers shall have a Tuberculin test or chest x-ray annually at re-registration.

- Building and physical premises safety

Providers are asked to sign a health and safety form that the parent also signs declaring there is a working telephone or a message phone available, working smoke detectors and working fire extinguishers on the premises. Providers must meet all applicable state and local ordinances.

- Health and safety training

Providers are provided with a pamphlet on health and safety, that includes information on CPR, and how to access additional training resources.

All providers exempt from state licensing laws must complete a health/safety self-certification form verifying they have complied with all health/safety requirements. This form must be co-signed by a parent.

Section 6.5 - Exemptions to Health and Safety Requirements

At Lead Agency option, the following relatives: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care) may be exempted from health and safety requirements (658P(4)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency's policy regarding these relative providers:

- (X) All relative providers are subject to the same requirements as described in sections 6.1 - 6.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- () All relative providers are exempt from all health and safety requirements.
- () Some or all relative providers are subject to different health and safety requirements from those described in sections 6.1 - 6.4. The following describes those requirements and identifies the relatives they apply to:

Section 6.6 - Enforcement of Health and Safety Requirements

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?
 - () No
 - (X) Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits.

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DRAFT

STATE PLAN FOR CCDF SERVICES FOR THE PERIOD 10/1/03 – 9/30/05

All licensed child care homes, group homes, and centers receive two unannounced inspections per year, in addition to annual fire safety and sanitation inspections.

All licensed exempt facilities (those operated by a religious organization and nursery schools) receive one announced health and safety inspection and annual fire safety and sanitation inspections.

- Are child care providers subject to background checks?
 - ☐ No
 - ☒ Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):

At initial licensure, the following providers are subject to background checks:

--Family child care home providers, all employees/assistants and all adult household members;
--Group home providers, child care center director, owner, Board President/Chairperson, all employees and volunteers counted in child/staff ratio.

At renewal, the following providers are subject to background checks:

--Family child care home providers, all employees/assistants and all adult household members;
--Group home providers, child care center director, owner, Board President/Chairperson, all employees and volunteers counted in child/staff ratio.

On a ongoing basis, all employees and volunteers counted in child/staff ratios must have a request for screening on file within ten days of employment or volunteering.

- Does the State require that child care providers report serious injuries that occur while a child is in care? (Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)
 - ☒ No
 - ☐ Yes, and the following describes the State's reporting requirements and how such injuries are tracked (if applicable).
- Other methods used to ensure that health and safety requirements are effectively enforced:

Licensing requirements are enforced by regular unannounced and announced inspections. Sanitation and fire safety inspections are conducted once a year. The Department of Health and Senior Services inspects twice a year in addition to the separate Fire and Sanitation inspections. Missouri also has a progressive discipline process when providers do not correct rule violations that may include suspension, probation, denial or revocation of the license, or seeking injunctive relief through the circuit court in cases of imminent bodily harm to children in care.

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DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Section 6.7 – Exemptions from Immunization Requirements

The State assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the State public health agency. (§98.41(a)(1))

The State exempts the following children from immunization (check all that apply):

- ☒ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- ☒ Children who receive care in their own homes.
- ☒ Children whose parents object to immunization on religious grounds.
- ☒ Children whose medical condition contraindicates immunization.

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DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

PART 7 – HEALTH AND SAFETY REQUIREMENTS IN THE TERRITORIES

Section 7.1 - Health and Safety Requirements for Center-Based Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all center-based care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

Section 7.2 - Health and Safety Requirements for Group Home Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all group home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

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DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

Section 7.3 - Health and Safety Requirements for Family Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all family child care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety
- Health and safety training

Section 7.4 - Health and Safety Requirements for In-Home Providers in the Territories (658E(c)(2)(F), §98.41(a), §98.16(j))

For all in-home care, the following health and safety requirements apply to child care services provided under the CCDF for:

- The prevention and control of infectious disease (including age-appropriate immunizations)
- Building and physical premises safety

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DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

- Health and safety training

Section 7.5 - Exemptions to Territorial Health and Safety Requirements

At Lead Agency option, the following relatives may be exempted from health and safety requirements: grandparents, great grandparents, aunts, uncles, or siblings (who live in a separate residence from the child in care). (658P(4)(B), §98.41(a)(1)(ii)(A)). Indicate the Lead Agency's policy regarding these relative providers:

- () All relative providers are subject to the same requirements as described in sections 7.1 - 7.4 above, as appropriate; there are no exemptions for relatives or different requirements for them.
- () All relative providers are exempt from all health and safety requirements.
- () Some or all relative providers are subject to different health and safety requirements from those described in sections 7.1 - 7.4 and the following describes those different requirements and the relatives they apply to:

Section 7.6 - Enforcement of Health and Safety Requirements

Each Lead Agency is required to certify that procedures are in effect to ensure that child care providers of services for which assistance is provided comply with all applicable health and safety requirements. (658E(c)(2)(E), §§98.40(a)(2), 98.41(d)) The following is a description of how Territorial health and safety requirements are effectively enforced:

- Are child care providers subject to routine unannounced visits (i.e., not specifically for the purpose of complaint investigation or issuance/renewal of a license)?
 - () No
 - () Yes, and the following indicates the providers subject to routine unannounced visits and the frequency of those visits.

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DRAFT

STATE PLAN FOR CCDF SERVICES
FOR THE PERIOD 10/1/03 – 9/30/05

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- Are child care providers subject to background checks?
 - ☐ No
 - ☐ Yes, and the following types of providers are subject to background checks (indicate when such checks are conducted):

 - Does the Territory require that child care providers report serious injuries that occur while a child is in care? (Serious injuries are defined as injuries requiring medical treatment by a doctor, nurse, dentist, or other medical professional.)
 - ☐ No
 - ☐ Yes, and the following describes the Territory's reporting requirements and how such injuries are tracked (if applicable).

 - Other methods used to ensure that health and safety requirements are effectively enforced:

Section 7.7 – Exemptions from Immunization Requirements

The Territory assures that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendations for childhood immunizations of the Territorial public health agency. (§98.41(a)(1))

The Territory exempts the following children from immunization (check all that apply):

- _____ Children who are cared for by relatives (defined as grandparents, great grandparents, siblings (if living in a separate residence), aunts and uncles).
- _____ Children who receive care in their own homes.
- _____ Children whose parents object to immunization on religious grounds.
- _____ Children whose medical condition contraindicates immunization.

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STATE PLAN FOR

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/03 – 9/30/05)

APPENDIX 1 -- PROGRAM ASSURANCES AND CERTIFICATIONS

The Lead Agency, named in Part 1 of this Plan, assures that:

- (1) upon approval, it will have in effect a program that complies with the provisions of the Plan printed herein, and is administered in accordance with the Child Care and Development Block Grant Act of 1990 as amended, Section 418 of the Social Security Act, and all other applicable Federal laws and regulations. (658D(b), 658E(a))
- (2) the parent(s) of each eligible child within the State who receives or is offered child care services for which financial assistance is provided is given the option either to enroll such child with a child care provider that has a grant or contract for the provision of the service; or to receive a child care certificate. (658E(c)(2)(A)(i))
- (3) in cases in which the parent(s) elects to enroll the child with a provider that has a grant or contract with the Lead Agency, the child will be enrolled with the eligible provider selected by the parent to the maximum extent practicable. (658E(c)(2)(A)(ii))
- (4) the child care certificate offered to parents shall be of a value commensurate with the subsidy value of child care services provided under a grant or contract. (658E(c)(2)(A)(iii))
- (5) with respect to State and local regulatory requirements, health and safety requirements, payment rates, and registration requirements, State or local rules, procedures or other requirements promulgated for the purpose of the Child Care and Development Fund will not significantly restrict parental choice among categories of care or types of providers. (658E(c)(2)(A), §98.15(p), §98.30(g), §98.40(b)(2), §98.41(b), §98.43(c), §98.45(d))
- (6) that children receiving services under the CCDF are age-appropriately immunized, and that the health and safety provisions regarding immunizations incorporate (by reference or otherwise) the latest recommendation for childhood immunizations of the State public health agency. (§98.41(a)(1))
- (7) that CCDF Discretionary funds are used to supplement, not supplant, State general revenue funds for child care assistance for low-income families. (P.L. 106-554)

Effective Date: October 1, 2003

Amended Effective: _____

STATE PLAN FOR

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/03 – 9/30/05)

The Lead Agency also certifies that:

- (1) it has procedures in place to ensure that providers of child care services for which assistance is provided under the Child Care and Development Fund afford parents unlimited access to their children and to the providers caring for their children during the normal hours of operations and whenever such children are in the care of such providers. (658E(c)(2)(B))
- (2) it maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request. (658E(c)(2)(C))
- (3) it will collect and disseminate to parents of eligible children and the general public, consumer education information that will promote informed child care choices. (658E(c)(2)(D))
- (4) it has in effect licensing requirements applicable to child care services provided in the State. (658E(c)(2)(E))
- (5) there are in effect within the State (or other area served by the Lead Agency), under State or local law, requirements designed to protect the health and safety of children; these requirements are applicable to child care providers that provide services for which assistance is made available under the Child Care and Development Fund. (658E(c)(2)(E))
- (6) procedures are in effect to ensure that child care providers of services for which assistance is provided under the Child Care and Development Fund comply with all applicable State or local health and safety requirements. (658E(c)(2)(G))
- (7) payment rates under the Child Care and Development Fund for the provision of child care services are sufficient to ensure equal access for eligible children to comparable child care services in the State or sub-State area that are provided to children whose parents are not eligible to receive assistance under this program or under any other Federal or State child care assistance programs. (658E(c)(4)(A))

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STATE PLAN FOR

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/03 – 9/30/05)

APPENDIX 2 - ELIGIBILITY AND PRIORITY TERMINOLOGY:

For purposes of determining eligibility and priority for CCDF-funded child care services, lead agencies must define the following *italicized* terms. (658P, 658E(c)(3)(B))

(1) *job training and educational program* –

A program whose ultimate goal is that the participant will be employable and will have the skills necessary to become self-sufficient.

(2) *attending* (a job training or educational program; include minimum hours if applicable) -

Attending as necessary to maintain satisfactory progress, as defined by the institution or job training program.

(3) *in loco parentis* -

A specified relative or legal guardian maintaining care and control of the child.

(4) *physical or mental incapacity* (if the Lead Agency provides such services to children age 13 and older) -

Physical or mental incapacity as certified by a physician or psychologist or by receipt of SSI or Social Security Disability.

(5) *protective services* –

Needing daily supplemental care because of the temporary or permanent physical, mental or emotional disability of the parent, as certified by a physician or as part of their children's treatment plan through Children Services. These children will be considered eligible even though the parent may not meet the requirement of working or attending an education or job-training program. Children with special needs may be considered in need of protective services if the cost of child care puts the family at risk of losing employment, education or training. Families in need of, or receiving, protective services must meet the income eligibility guidelines, but the sliding scale fee may be waived on a case by case basis.

(6) *residing with* –

Living in the same physical residence or, in the case of a parent who is temporarily out of the home due to illness or injury, maintaining care and custody.

STATE PLAN FOR

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/03 – 9/30/05)

(7) *special needs child -*

A child with a special need is defined as one who is under age 18 or under age 19 but still in high school and who:

- Receives Foster Care payments through DSS;
- Receives Adoption Subsidy payments through DSS;
- Is under court ordered supervision;
- Is active on a Grandparents as Foster Parents case;
- Has a physical or mental incapacity;
- Is eligible for and receiving services under DMH;
- Receives SSI; or
- Is active in Children's Service Protective Service system.

In addition, a child with one or more of the following criteria may also be deemed as 'special needs:'

- Specific disability information and characteristics,
- Diagnosed as having developmental disability, health or medical condition due to disability,
- Behavioral or emotional issues, learning disability, or developmental delays;
- Participation in special education (Early Childhood Special Education, or Special Education), early intervention (First Steps), or other special service programs administered through Department of Elementary and Secondary Education;
- Adaptation or modification of curriculum or environment; or special medical or health care training needed to provide care to a child.

Missouri makes a distinction between payment rates and prioritization for services of special needs children. (Section 3.2-598.43((d)) and 3.4.1)

(8) *very low income -*

Very low income is defined as households whose income does not exceed 19% of the State Medium Income. Very low-income households pay \$1.00 per year sliding fee.
(3.5.1 Attachment A)

(9) *working* (include minimum hours if applicable) -

Employment at a job or trade for which wages are received in compensation for services rendered.

(10) Additional terminology related to conditions of eligibility or priority established by the Lead Agency:

Effective Date: October 1, 2003

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STATE PLAN FOR

CHILD CARE & DEVELOPMENT FUND SERVICES

(FOR THE PERIOD 10/1/03 – 9/30/05)

“Home” is interpreted to mean the family setting maintained or in the process of being established as evidence by the assumption and continuance of responsibility for the child. A home exists so long as the parent or other eligible payee takes responsibility for the full physical care and control of child.

Circumstances may require temporary absence of either the child or the parent (or eligible payee) from the home. Temporary separation does not affect a child’s eligibility for child care so long as the parent or eligible payee retains responsibility for his/her care.

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